

National Recovery Program Bureau

Individual Consultant

Junior Communication Officer

1. Background

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten embarked on a large-scale recovery and reconstruction program, based on the principle of building back a more resilient Sint Maarten.

Since January 2018, the World Bank has been assisting the Government of Sint Maarten in the establishment of this program. A significant component of this program is financed through the Sint Maarten Recovery, Reconstruction and Resilience Trust Fund (SXM TF) financed by the government of the Netherlands, managed by the World Bank and implemented by Sint Maarten's National Recovery Program Bureau.

The Government of Sint Maarten and the World Bank have prepared a consolidated National Recovery and Resilience Plan (NRRP) that prioritizes immediate, short-, medium- and long-term needs for the recovery, reconstruction and resilience of Sint Maarten. This Plan includes estimates of the financial requirements, costs and investments that are necessary to build Sint Maarten back better.

2. Project Institutional Arrangements

In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten is expected to develop an institutional structure for the implementation of Trust Fund projects. The National Recovery Program Bureau (NRPB) was established in January 2019. In close coordination with the Ministries, the NRPB is responsible for the preparation, coordination, execution and evaluation of the projects that are financed through the Trust Fund. Currently, NRPB is seeking additional persons to support its efforts in the implementation of Trust Fund projects.

3. Role of the Junior Communications Officer

The NRPB is seeking a dynamic junior communications officer (Junior Comms officer) who will work across the entire recovery program to share knowledge and promote the recovery program's results both internally within the Government and externally.

The Junior Comms officer will support the NRPB in implementation of the communication strategy and all the related communication materials and tools (including website), aiming at reaching out to general and specialized audiences and stakeholders.

4. Key Duties and Responsibilities

The Junior Comms officer will be a full-time professional supporting the NRPB Communication team. Responsibilities will include:

1. Execute the communication strategy and action plan utilizing online, social, televisual and print media. Monitor and report to the Communication Officer(s) on their impact and effectiveness.
2. Political and public opinion analysis; daily monitoring and analyzing current events and public and press opinion in Sint Maarten; and providing regular updates to the Communication Officer(s).
3. Provide inputs as requested for the formulation of a strategic framework for social media to better position the recovery program within the country and with key partners.
4. Implement strategy for the use of social media and regularly post news items and updates on Facebook, LinkedIn, etc.
5. Provide regular support to recovery projects by supporting key communications efforts of individual activities (i.e. drafting TOR's, monitoring and providing information to contractors, etc.)
6. Support in the organization of community briefings and stakeholder consultations.
7. Regularly (no less than weekly) review and update the NRPB website with input from relevant NRPB staff.
8. Produce a weekly Sint Maarten relevant news round-up for the NRPB, including news that can potentially influence the progress of the projects.
9. Maintain and update the database of correspondents (stakeholders, influencers, partners, etc.) for NRPB
10. Prepare (copywriting and layout) communications pieces, and write both routine and specific products (e.g., newsletter, speeches, backgrounders, PowerPoint presentations, brochures, websites, briefing notes, Facebook posts, etc.) to promote the strategic and timely flow of information and key messages about the recovery program, its policies and operations.
11. Other activities in close collaboration with the Communication Officer(s).

5. Duration of the Assignment and Performance

The start date of the contract will be March 2020. The contract duration will be 12 months, renewable on monthly basis. The successful candidate is expected to work full time at the NRPB office in Philipsburg, Sint Maarten.

The success of the Communication officer will be judged by the timely delivery of agreed upon deliverables.

6. Qualification requirements

Minimum Requirements

- The candidate should have at least a Bachelor's degree in communications or relevant discipline;
- Demonstrated interest in communication, public affairs, journalism or any other relevant area.
- Advanced proficiency in English in speech and writing. Knowledge of Dutch and Spanish is an advantage.
- The candidate must be computer literate, with high proficiency in Computer software operations (Microsoft Office, Word, Excel, Power-Point and data-base management etc.). Knowledge of WordPress is an advantage.

Experience

- Experience in social media management;
- Experience in photography, videography, graphic design an advantage;
- Understanding of and ability to apply communication tools and techniques, including the ability to analyze and use research data;
- Experience in Sint Maarten or Caribbean Region in similar work would be an added advantage.
- Knowledge of Sint Maarten Government is an advantage.

General Competencies

- Ability to interact effectively across socio-political, economic, and cultural affiliations;
- Strong time management and organizational skills with attention to detail;
- Ability to manage priorities and workflow with strong multi-tasking and problem-solving skills;
- Knowledge of WordPress is an advantage.

7. How to Apply?

Interested consultants can send their CV in English by email to the email address stated below. Applicants should ensure that their CV is received before **24 February 2020**, 12h00 AST. Any CV coming in after this date and time will not be considered.

In the subject line, clearly state the position you are applying for.

National Recovery Program Bureau
jobopportunity@nrpbsxm.org

The CV should clearly show the relevant experience and competences outlined in the terms of reference above.