



Vacancy

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In the framework of the European Union funded technical assistance project “Technical assistance in Sierra Leone in the areas of Civil Service Reform, Parliament and the electoral cycle, reference EuropeAid/138958/DH/SER/SL”. Under this programme, NEC requires the services of a **Communication Expert** to support in the development of a communication strategy

Expected Start date: 2nd Week July, 2020

Number of work days: 45 work days

Responsibility: The requested services will involve working closely with the Commission, the leadership of the secretariat, NEC Director of Media and External Relations Department under the guidance of the Long-Term Key Expert for the Component.

The specific tasks will include:

- i. Conduct NEC’s communication system review.
- ii. Support NEC develop a policy and strategy for internal and external communication in close consultation with electoral stakeholders.
- iii. Develop guidelines for speaking with media.
- iv. Train respective NEC staff on communication strategy developed.
- v. Review NEC’s website articles and other communication tools including social media, the terms of references of the NEC’s media and external relations department and provide guidance on media advocacy strategies, including communication of messages to different stakeholders.

Required outputs

The required outputs for this mission include:

a) An Inception Report to be submitted within 8 days of the start-up meeting, including a draft work plan, timelines and proposed methodology. The Inception Report will be presented to the Commission, the Executive Secretary and the Team Leader for comments and approval.

b) A draft Mission Report covering the entire assignment – at the end of the mission period – shall contain, but shall not be limited to, the following elements:

- Executive Summary.
- Background
- Methodology
- Main findings related to the global and specific objectives of the assignment

- Key recommendations
- Conclusions and annexes with documents developed as required by this ToR.

Qualifications:

- Master's degree in political science, political communication, international relations, media, public relations, journalism, communications or related field.
- A minimum of 10 years functionally relevant professional experience.
- Comparative experience in election administration, with specific experience in media, communications and/or public relations.
- Experience in working directly with electoral management bodies, with a focus on provision of technical advice and/or capacity building.
- Experience in media production and understanding of the design of electoral media plans and policies
- Fluency in written and spoken English is required

The expert should have the following skills and competences:

- Excellent communication skills and fluent in spoken and written English.
- Excellent analytical competence and interview skills.
- Active listening skills and strong report writing skills.
- Demonstrates knowledge and understanding of media and communications strategies.
- Familiarity with electoral best practices and international standards in elections.
- Ability to work independently and show initiative.
- Demonstrates commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work, and in electoral processes.

Please send your CV, cover letter and copies of certificates & employers' references to Mr. William A Davies: addo50@yahoo.com and Mr Orison Chaponda: orisonc@yahoo.com or you can as well deliver hard copy of your application to the Human Resource Director, National Electoral Commission, OAU drive, Tower Hill, Freetown until 3rd July, 2020. Please note that only short-listed candidates will receive an answer.