

## VACANCY: Advocacy and Communications Coordinator

**Location:** Beirut, Lebanon, with field visit all over the country

**Job Title:** Advocacy and Communications Coordinator

**Type of contract:** 6 months renewable according to funding

**Starting date:** November 2019

**Monthly Net Salary Range:** 3000-3500 EUR

**Application deadline:** 11/10/2019

**Application procedures:** Send your CV and cover letter to [careers@gvc.weworld.it](mailto:careers@gvc.weworld.it) with **reference L25** only preselected candidates will be contacted; the applications will be reviewed as they are received and the position may be awarded before the deadline

GVC is an Italian NGO founded in 1971 active in international development and humanitarian aid projects. We strive for a better world where everyone, especially women and children, must have equal opportunities and rights, access to resources, to health, to education and to decent work. A world in which the environment is a common good to be respected and preserved; in which war, violence and exploitation are banned. A world where nobody is left behind. During a humanitarian emergency, GVC works to rebuild what has been destroyed and to rekindle growth and sustainable development processes. Our interventions aim to increase the population's resilience, enhancing a community's capacity to find, within its fabric, the skills and resources necessary to grow in a self-sufficient manner.

Our staff is the key to achieving ambitious goals. With nearly 770 professionals employed and 250 partners, over the past 12 months GVC has reached 1.4 million people. The organisation's programmes are co-funded by the most important humanitarian and development aid donors such as EU (DEVCO, EACEA, ECHO, NEAR), United Nations (OCHA, UNHCR, UNDP, UNICEF, WFP, FAO) and individual countries (AICS, JICA, France and Dutch Embassies) as well as by private donors and foundations. Our programmes rely on highly specialised staff, able to implement tailored methods and practices in order to meet the different needs of beneficiaries and donor requirements. The challenges that characterise the environments we work in are tackled by creating innovative synergies that draw on teamwork, multi-disciplinary experiences and by pairing international and local expertise. Respect for individuals and constancy are essential and inalienable characteristics if operating in contexts requiring strong human and professional talents.

Being part of the GVC team means taking part in the development of a dynamic organisation where the contribution of each staff member is promoted and valued, working together towards the collective achievement of our goals and vision.

GVC has been working in Lebanon since 2006, and within the Syrian crises response since 2012. Historically, the organization has implemented activities related to basic assistance, WASH service provision and infrastructure; livelihood and protection and inclusion activities, enhancing socio-economic development and improving local water provision through a non-revenue water approach.

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provision and infrastructure; livelihood and protection and inclusion activities. Currently GVC works in both Humanitarian and Development, aiming to: provide access to basic assistance; strengthen the protection of vulnerable communities through an integrated community-based approach; enhance socio-economic development; improve local water provision system through No Revenue Water approach. At present the main donors are: Italian Cooperation (AICS), EU (ECHO, MADAD Trust Fund).

### Job description

Within this framework, GVC is recruiting an **Advocacy and communications Coordinator** who will be responsible to design the overall Advocacy strategy.

The Coordinator will be responsible:

- To operationalize the advocacy/communication strategy for Lebanon and establish relevant collaborations for its implementation
- To conduct research and advocating on root causes/triggering factors of vulnerabilities faced by our right holders and of limiting factors in the discharge of the humanitarian action by the mission, particularly Protection and Social Activities
- To liaise with external stakeholders to ensure collaboration in the development and implementation of advocacy work for the Lebanon mission
- To supervise the Advocacy and Communications department

### MAIN DUTIES AND RESPONSIBILITIES

GVC is looking for an Advocacy and Communications Coordinator to lead on internal and external advocacy/communications activities and liaise with relevant stakeholders at national level

**1. To operationalize the advocacy strategy** for Lebanon and establish relevant collaborations for its implementation with external stakeholders

- Support the mission team at all its levels and the Country Representative in the implementation of the advocacy strategy and action plan integrated within the Mission Strategy.
- Mapping of key stakeholders and conducting regular power analysis to identify relevant advocacy stakeholders
- Liaison, networking and building relationships with donors, UN and diplomatic community as necessary for the strategy and under overall supervision of the Country Representative and in collaboration with the managerial staff: Area Managers, Emergency and Development Coordinators, Liaison officer, PMs
- Responsible for advocacy campaigns when appropriate, in multiple programs as well as co-coordinating advocacy WEWORLD-GVC in Lebanon
- Guide strategic direction of advocacy initiatives for WEWORLD-GVC including supporting in the integration of advocacy through proposal development

**2. Conduct research** and advocating on root causes/triggering factors of vulnerabilities faced by our right holders and on limiting factors in the discharge of the humanitarian action by the mission

- Work closely with the bases and coordination team to discuss and conduct field visits in areas of operation verify generate evidence on practices, humanitarian needs, responses implemented, and remaining gaps to feed evidence-based advocacy.
- Closely monitor relevant humanitarian and policy issues, including media reports, surveys, statistical reports, databases and relevant literature, as needed to produce reports and background/position papers.

- Analyse political and normative frameworks affecting humanitarian situation and the overall response (efficiency, effectiveness, humanitarian access, etc.), brief and discuss WEWORLD-GVC positioning with Country Representative and WEWORLD-GVC Lebanon Strategical Board.
- Undertake strategic lobbying on policies and practices based on own generated findings and experiences by engaging with relevant stakeholders. Identify the key linkages among WEWORLD-GVC programming, root causes of vulnerabilities and potential consequences of deterioration of the humanitarian situation in Lebanon.
- Capitalize operational information and technical information to feed into the humanitarian national level discussions.

**3. To liaise with external stakeholders** to ensure collaboration in the development and implementation of advocacy work for the Lebanon mission

- Represent WEWORLD-GVC demonstrating ethical and professional practices
- Identify training needs of the teams in the mission and create a plan to increase them to adopt protection standards in the regular programming.

**4. To operationalize the communications strategy**

- Supervise the production of material to be published on the website and social media.
- Ensure direct communication with the donors and funders of the organisation.
- Implement awareness raising campaigns and collection of funds.
- Write articles and press releases.
- Promote the EUAV initiative.
- Ensure the visibility of the organisation and the donors.

**5. Monitoring and Reporting**

- Participate in the preparation of periodical internal and external reports
- Update regularly and with precision all the internal follow up tools
- Produce a monthly Situation Report (Sit Rep) related to the activities under his/her responsibility and their analysis
- Report any problem or constraints and propose improvements

**ESSENTIAL REQUIREMENTS**

**Qualifications and Knowledge:**

- Degree in Social Sciences, Education, international Relations, Humanitarian Diplomacy, Journalism, or Communications
- Excellent knowledge of Microsoft Office, in particular Word and Excel
- Fluency in written and spoken English

**Professional Experience:**

- At least 3-5 years of previous experience in the humanitarian sector, particularly Advocacy
- Programmatic experience on protection standards is an asset.

**Skills and Abilities:**

- Understanding of policy change concepts, logic and dynamics
- Good analytical skills and the capability to work in a precise, structured and detailed manner
- Ability to manage competing deadlines and priorities
- Ability to manage a team with different background

- Excellent communication and leadership skills
- Driving licence
- Ability to plan, multi-task and manage time effectively
- Problem solving and conflict mediator
- Passionate in the job, flexibility and willingness to work long hours
- Ability to work in team with respect
- Being flexible and with the ability to adjust to changes and new requirements
- Demonstrated proactivity attitude and supervisory skills
- Strong commitment to the Mission of GVC, genuine interest for international cooperation development topics
- Understanding of and commitment to humanitarian principles and values
- Demonstrates integrity by modelling the NGO values and ethical standards; displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Will constitute a plus:**

- Knowledge of Arabic language