



The Multi-Educational Programme for Employment Promotion in Migration-affected Areas  
MEPEP - Ref. No.: T05-EUTF-NOA-EG-01-06 (T05.255)

## Communication Officer

### Job Description

Please note: Egyptian nationals are encouraged to apply.

Duration: 20 months (contingent on donor funding)

Please submit a cover letter with your resume describing your interest in this position and how you meet the requirements. Applications must be submitted in English, and applicants must have legal authorisation to work in Egypt and confirm it in the cover letter.

The project offers a highly dynamic work environment and provides competitive compensation and benefits based on experience. The project “*Promotion of Employment and Socio-economic Development Opportunities through a better quality TVET System in Sharkeya*” (PESDO), implemented in the framework of the Multi-Educational Programme for Employment Promotion in Migration-Affected Areas implemented in Egypt by AICS and funded by the European Union Emergency Trust Fund. It intends to address the root causes of emigration, of young people in particular, from Sharkeya Governorate. This will be pursued through a coordinated intervention built on the Don Bosco Technical Institute of Cairo (DBTIC)’s well-established and renowned expertise in the Technical and Vocational Education and Training (TVET) domain. Through the project, the DBTIC will be engaged to achieve the two main expected objectives, consisting in improving the efficiency and effectiveness of the local TVET system and the access to employability and self-employability of TVET graduates in the local job market by providing high-quality vocational training and skills development paths.

The project will build the capacity and ability of local existing TVET providers, especially the 10th Ramadan City VTC, to efficiently and sustainably plan, organise and run market-driven and competency-based vocational education paths. It will lead graduates to inclusive and sustainable livelihood opportunities through the development of market-driven technical skills and job readiness to have access to the local labour market as qualified technicians and professionals overcoming unemployment or underpaid and not dignified work conditions. The training paths will mainly relate to the industrial and energy sector creating a work environment through a network of companies and enterprises willing to host internships providing opportunities to TVET graduates. Specific emphasis will be attributed to paths focusing on sustainable resource management and renewable energy-based systems aligned with national policies. At the same time, special measures will be put in place to address the power imbalance, social inequity and gender-based discrimination.

The Planning and Development Office of Don Bosco Middle East seeks a **Communication Officer** based in Cairo, Egypt. The officer will be responsible for promoting and implementing the visibility of the project's activities in accordance with the mission and values of Don Bosco Technical Institute of Cairo and the Communication and Visibility Plan. The following are the key activities that the officer will be responsible for:



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developing and implementing communication strategies that promote the mission, values, and goals of the Institute in compliance with the Communication and Visibility Plan.

- Creating and managing content for various communication channels, including social media channels and the website.
- Coordinating and collaborating with the PDO team of Don Bosco Technical Institute and external partners such as the European Union in Egypt and the AICS-PMU Office in Cairo to ensure consistent messaging and branding.
- Identifying opportunities for engagement in social media and responding to inquiries and comments.
- Preparing and delivering presentations and other communication materials for internal and external events.
- Providing interim reports regarding the results and data achieved during the implementation of activities according to the Communication and Visibility Plan.
- Travelling to project locations to supervise external consultancies related to audiovisual materials.
- Coordinating and managing external suppliers engaged in communication activities for the project.
- Managing budgets and timelines for communication initiatives under the approval and supervision of the Project and Admin Manager.
- Establishing and maintaining relationships with key stakeholders, including media outlets, influencers, and the community.

**The specific objectives of the Communication and Visibility Plan are directly related to the tasks to be accomplished by the Communication Officer as follows:**

- Making people, national communities and key audiences aware of the roles of the EU and AICS as funders of the PESDO Project and that this project falls within the MEPEP Programme and its objectives. This request will be achieved by highlighting the logos of the EU, AICS and the MEPEP Programme in all project-related communication materials such as brochures, posters, banners and so on;
- Keep stakeholders informed throughout the Project about its progress and milestones. This can be done through emails, social media posts and other means of communication according to each activity.
- Being in charge of the organization of events and communication activities linked to them for the sake of increasing awareness and knowledge of the PESDO Project and its activities, goals/achievements;
- Creating an efficient network of information regarding the project activities and achievement by using all the communication tools at the disposal of the Implementing Partners;
- Ensuring that the national authorities and the beneficiary population are aware of the role of DBIC, the EU and AICS during the implementation of the PESDO Project by featuring the roles of the implementer and donors in the project.

### **Required Experience**



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- University degree (Bachelor or Master or equivalent) in journalism, communications, social science, international relations, or closely related field(s).
- Minimum five years of relevant professional experience in writing high-quality English-language materials, including speeches, opinion articles, video messages, and press statements, preferably at least three years acquired at the international level.
- Experience in handling complex communications campaigns.
- Wide multi-channel communications.
- Experience in producing a range of marketing materials.

### Required Skills

- A capable organiser, used to meeting deadlines.
- Excellent communication skills, both written and verbal.
- Excellent organisation, coordination and interpersonal skills.
- Good knowledge of IT tools.
- Ability to work as part of a team.

All the communicative actions should adhere to and consider the principles, including:

- Respecting human, civil, gender and minority rights.
- Being sensitive to local, cultural and religious specificities.
- Supporting the rule of law.
- Encouraging civic participation.
- respecting equal opportunities.

Equally, all communication activities shall be in compliance with EU policies and the SDGs. The same values and messages detailed above should also be reflected in nonverbal messages (for example in photographs, images, film scenes, branding, etc.). In general, these are the principles that should be followed:

- All beneficiaries involved in the Project implementation have to be treated equally.
- The Project team should interact in a positive and constructive way.
- The Project team should respect cultural and religious differences.
- The Project team should act against SGBV perpetuation.

### Language

- Excellent knowledge (written and spoken) of English.
- Arabic is a plus.

**Job Location:** Cairo, Egypt

**Position Type:** Full-Time/Regular

\* Deadline for submission: July 22<sup>nd</sup>, 2023, at 5:00 PM



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Via E-mail: [recruitment@donboscomor.org](mailto:recruitment@donboscomor.org) writing  
“Don\_Bosco\_Communication\_Officer\_Vacancy” in the subject.