



**التوصيف الوظيفي TOR**  
**Media and Communication officer**  
**مسؤول/ة الاعلام والتواصل**

**National Commission for Lebanese Women**

**Working area : National Commission for Lebanese Women**  
**Lebanon, Baabda, Damascus Road, Facing Toyota Company, Center no. 3176, 2nd floor**

---

**Title المنصب**

Media and Communication officer / مسؤول/ة الاعلام والتواصل

---

**About NCLW (Summary) لمحة عن الهيئة (موجز)**

The National Commission for Lebanese Women (NCLW) is an official institution affiliated to the Presidency of the Council of Ministers. NCLW was established in 1998 to promote women's rights in the Lebanese society and enhance gender mainstreaming in public institutions.

NCLW is the key actor who initiated the establishment and adoption of the ten years "National Strategy for Women in Lebanon (2011-2021)" that aims to empower women and insure gender equality in the social, political, economic and legal spheres.

Since its inception, NCLW has developed strong partnerships with local, regional and international organizations, and became a key contributor to the promotion of women and gender issues in Lebanon.

NCLW carries out various projects to improve the status of women, and to establish equal opportunities for men and women in Lebanon.

---

**Job Description التوصيف الوظيفي**

**JOB PURPOSE الهدف من المنصب**

The main duty of the Media and Communication officer's is to make sure to cover NCLW's activities and prepare and implement the Media and Communication strategy of NCLW. The media and communication officer will have to ensure the full coverage of NCLW's programs and initiatives and deliver effective information and communication material contributing to the media strategy of NCLW's on various means. The Media and communication Officer will work closely with NCLW's director, projects coordinators, managers and officers as well as liaise with NCLW head of Committees. It is preferred that she/he demonstrates a deep interest in issues related to Women, Gender, Equality and Human Rights.

## المهام والمسؤوليات Key ROLES AND RESPONSIBILITIES

### 1. Coordinating and liaising with the media :

- a. Coordinate with the media on various issues NCLW is working on. (Deliver information, prepare press releases, press kits, coordinate interviews and prepare media materials).
- b. Prepare reports about NCLW's media coverage.
- c. Prepare and keep updated NCLW media data mailing list, including local, regional and international media and bloggers working on women issues.

### 2. Production of communication material

- a. Develop, review and implement NCLW media strategy in coordination with NCLW program managers and head of committees;
- b. Identify the adequate tools and platforms to deliver messages, knowledge and important information; Prepare messages to be delivered and ensure wide dissemination;
- c. Assess and monitor NCLW communication and media performance and reach when possible.
- d. Write Stories, reports and releases addressed to the media and to the broader public to populate the website, prepare NCLW statements, brochures, and annual reports
- e. Assist the different committees of NCLW in suggesting and producing new materials as per the needs of their program
- f. Regularly generate high quality communication material on NCLW activities and programs.
- g. Produce material in Arabic and English when needed.
- h. Follow up on execution and production of NCLW materials and publications in close coordination with the program managers (request and compare offers, follow-up on the design and printing of studies, leaflets, manuals, etc.).

### 3. Online presence of NCLW:

- a. Manage NCLW's online presence, on a daily basis, including press and social media platforms
- b. Populate the NCLW website with relevant information, and ensure follow up with website developer and program managers.

## الخبرات والمؤهلات المطلوبة QUALIFICATIONS AND KEY COMPETENCIES

- University degree in Communication, Media, Social Sciences, Journalism or a related field.
- Previous experience in project implementation in cooperation with local and international partners;
- Excellent writing skills in both Arabic, and English. French is an asset.

- Strong personal commitment to NCLW's mission, vision and values mainly related to gender and women's rights.
- Strong organizational skills and ability to priorities work agenda to meet deadlines.
- Strong command of MS Office applications and other computer programs;
- Strong social media and advocacy skills (Facebook, Twitter, and WordPress)
- Proven skills in photography, filming and video editing;
- Strong team working skills, self-motivated and detail-oriented and able to manage multiple assignments.

**Submission guidelines** ارشادات لتقديم سيرة ذاتية للمنصب المذكور

- Please send your CV and Cover letter to the e-mail below ONLY short listed candidates will be contacted.
- info@nclw.org.lb ; Attention: Mrs Joumana Moufarrej
- Please mention the position you are applying for in your email subject “ Media and Communication officer”