Communications Specialist Consultant (1- year)

Role Summary

The successful candidate will lead the ISA Secretariat’s Communications unit, providing strategic advice, supporting the Director General and his senior leadership team, overseeing strategic media advice across the Secretariat, and creating the ISA’s media strategy.

The incumbent would be expected to manage ISA’s external and internal communications. The role will promote a positive public image and control information dissemination on ISA’s behalf. Apart from providing management and leadership for the Communications team, s/he will proactively advance media and public affairs for the ISA. The position will be responsible for ISA’s communications strategy, the Director General’s Public Relations needs, and Advocacy Management.

The role of Communications and Advocacy specialist may also be asked to act as the official spokesperson for the Director General and Secretariat from time to time (including during the ISA Assembly). S/he will direct, evaluate, and consistently oversee the progress and rollout of external communication strategies and creatively provide strategic media advice to the ISA’s Secretariat in all areas of its media engagement (digital engagement excellence in particular).

Key Terms of Reference for the role

- Lead, plan, assess, and regularly oversee the progress and implementation of all ISA communication strategies.
- Provide high-quality and strategic media advice to the Secretariat in all aspects of ISA’s media engagement.
- Develop and lead the implementation of effective corporate communication strategies
- Lead the ISA’s Communications unit to promote and effectively reach ISA’s internal and external stakeholders.
- Drive communication excellence through digital engagement, delivering media and communications impact and achieving outcomes by optimising human and financial resources.
- Strategically position ISA by expanding the sphere of influence through international media and mass media or ISA’s electronic channels, impacting ISA’s mandated geographies.
- Develop and maintain excellent relationship(s) internationally with editors, correspondents, and other contacts in broadcast, print, and other media across the ISA member countries.

QUALIFICATIONS

EDUCATION

Postgraduate university degree (Master’s degree or equivalent or higher) in Public Relations, Communications, and or a relevant field
A first-level university degree, in combination with two additional years of qualifying relevant experience, may be accepted instead of an advanced university degree.

**EXPERIENCE**

**Required**

- A minimum of 12 years of international management work experience in communications and advocacy.
- The above should include at least three to four years at a P2 Level (or equivalent) within preferably a development/multilateral/public sector/private sector/international organization.
- Should exhibit experience in successfully creating international media strategies and providing strategic advice to leadership(s).
- Proven experience in developing effective corporate communication strategies, including internal and external communications.
- Experience in identifying and overseeing quality briefing lines on sensitive briefs in the relevant political and international media.
- Should have led and organized international communication/advocacy campaign initiatives and planned events (including media events).
- Should have fostered advocacy relationships internationally and showcased regular and consistent advocacy outcomes.
- Should have proven experience collaborating with marketing professionals globally, producing regular articles and exposures.
- Should possess strong team management and excellent organizational and planning abilities.
- Should have Led and built organizational staff capacity (maximising impact).

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**Place of Work** (if successful with the recruitment process)

This role will be based out of the Secretariat of the ISA, Gurgaon, Haryana State, or at the ISA’s facility in Delhi, India, or any other facility deemed necessary by the ISA.

**Applications close: 15 January 2024 at 12 midnight IST**

- Please apply in confidence by emailing careers.isa@talenttribeconsulting.com. Your application should include a cover letter no more than 2 pages and your CV. Further information on the recruitment process, the guidelines, etc., can be found under the weblink: https://isolaralliance.org/careersatisa/