



TERMS OF REFERENCE MEDIA SPOKESPERSON

Mission

The mission of the IHRC is to seek the coordinated, effective and efficient planning and implementation of priorities, plans and projects in support of Haiti's recovery and development in the wake of the 12 January 2010 earthquake.

Main Responsibilities

The Media Spokesperson reports directly to the Executive Director and to the Director of Communications. The main responsibilities include: serve as the face and voice of the commission; communicate effectively communicates and delivers key messages to media and the Haitian people; evaluate consistently and strategically news reports about the IHRC and offers suggestions for reactive or proactive engagement; foster and maintain media relations and consistently inform the public.

Specific duties

In **managing public and media relations**, the Media Spokesperson will:

- Assist in the management of public and media relations efforts including media monitoring, responses to information/interview requests, and communication during unexpected events;
- Manage external IHRC events, working with the Secretariat, to ensure logistics are set in place and properly coordinated, and to manage attendee lists and agendas;
- Conduct media trainings for IHRC staff.

In **managing local community relations**, the Media Spokesperson will:

- Help develop and implement the IHRC's community engagement strategy and assist implementers in developing community engagement strategies where required;
- Help develop working relationships with local stakeholder groups (e.g., conduct one-on-one meetings, create standing working/advisory groups);
- Help facilitate forums and other mechanisms to gather input from local stakeholder groups, especially for project generation, project prioritization, and monitoring (e.g., community meetings, toll-free numbers);
- Help establish agency liaisons in each relevant geographic area;
- Provide regular, tailored updates to local stakeholder groups;

- Help ensure productive collaboration between the Communications team and third party providers in delivering the IHRC's communication strategy.

Deliverables

- a. Prepare a 3 months and beyond Work Plan for Media Relations with a list of priorities
- b. Assisting in the preparation of an Action Plan for IHRC Media Relations, aligned with that of the IHRC Communications Group
- c. Engage with other donors and development partners involved with the Haiti reconstruction and development effort to communicate strategies and priorities of the IHRC
- d. Prepare weekly progress reports on status of the media relations with stakeholders
- e. Support the HR staff in hiring additional staff for the unit, by helping Terms of Reference, and by participating in the selection process, as appropriate

Reporting lines

The Media Spokesperson will report to the Communications Director and the Executive Director. The Media Spokesperson will also work in close coordination with the Executive Director and other Departments of the IHRC, including the Surveys, Data Analysis & Needs Assessment Office, and the Gender Expert to ensure cross-sector progress and alignment.

The Media Spokesperson will be fully committed to the IHRC and will receive direction, evaluations, and feedback from the Director of Communications, and the Executive Director.

Every week, the Media Spokesperson will meet with the Communications Director and the Executive Director to provide an update on their progress.

Every month, the Media Spokesperson will present to the Communications Director and the Communications Group the Media plans, activities pipeline, and key issues for discussion.

Traits and characteristics

The Media spokesperson must have excellent written and oral communication in French, English and Creole; some Spanish would be a plus. She or he must possess political sensitivity and have no perceived political affiliations, while possessing strong relationships with local Haitian media. She or he must be extremely articulate, telegenic and confident, able to work with grace under pressure; she or he will have demonstrated the ability, to work effectively with media, NGOs, and governments in a high-pressure and high-visibility context. He or she will be a compelling and dynamic person with a demonstrated ability and willingness to adjust to multiple demands, shifting priorities, ambiguity, and change. She or he will have deep knowledge of and passion for Haiti and its context.

Qualification requirements

Successful candidates will have experience in a public relations or communications role that demonstrates the ability to manage complex stakeholder environments, gather public input to impact policies and programs, and cultivate strong relationships with donors, NGOs and local organizations.

- Languages: Fluency in French, English and Creole;
- Other Skills: word processing and presentation skills

Education

A university degree, with at least 10 years of relevant professional experience in communications, management of organizational management, or related areas, in the public or private sector.

Compensation

Appropriate compensation will be offered.

Term, location and travel

The Media Spokesperson is expected to work in Port-au-Prince, Haiti. Travel outside of Port-au-Prince and outside of Haiti may be necessary to fulfill the requirements of the position, and will be approved as appropriate by the Director of Communications or the Executive Director.

The Media Spokesperson will be expected to live in Haiti and must be able to travel from Haiti to attend donor meetings, conferences, and other events as required to fulfill the responsibilities of the position. The incumbent must commit to maintaining a consistent and public presence in Haiti during her or his tenure in the position.

Please send a cover letter and a resume in French or in English to: resumes@cirh.ht