**Terms Of Reference**

**MENAPlus Part Time Communications Coordinator**

**Background:**

MENAPlus is a network of PLHIV in the Middle East and North Africa. MENAPlus was created in 2021 and aims to improve the lives of people living with HIV in the MENA region through supporting local initiatives and raising advocacy on important issues.

MENAPlus recently was awarded funding from Robert Carr Fund through the consortium Positive Universe. MENAPlus is looking for a part time communications officer for MENAPlus to handle branding, communications and social media.

**Tasks:**

The tasks of the coordinator will be mainly the following:

* Branding and Design
	+ Design posts for MENAPlus: International days, press releases, holidays and day to day messages
	+ Edit short videos
	+ Coordinate the usage of the logo when being sent to partners
	+ Developing a branding manual for the logo
* Website
	+ The website currently is easily manageable through an online platform, update and edit the website as needed
	+ When an external entity takes on the website, coordinate updating the website regularly
* Communications and Social Media
	+ Proof read and/or write press releases when necessary
	+ Support design and proof read of mass emails
	+ Coordinate Facebook, Twitter and Instagram posting and SMM
	+ Receive and document requests and reply in a timely manner
	+ Coordinate digital marketing if needed

**Who are we looking for?**

Requirements:

Age, Gender, Sexual Orientation, Ethnicity – Everyone is Welcome to Apply.

This position is reserved for people living with HIV.

This position is available for anyone living in the Middle East and North Africa region.

Must speak fluent Arabic, English and French.

Education:

We would appreciate someone with a university degree. However, this will not be a competing factor if a person has the necessary qualifications. That being said all degrees are welcome, art degrees are favorable.

Qualifications:

At least 5 total years within an organization as a graphic designer/ comms officer or social media manager.

Good communication skills. Computer literacy (Word, Excel, Powerpoint and Internet use). Knowledge of Photoshop, Illustrator and Premiere is a must. Good writing and reporting skills. Creativity.

**Interested Applicants please apply to:** **menaplusnetwork@gmail.com**

**Please include:**

1. **Your updated CV**
2. **A cover letter on why you are applying to this job and why do you think you would be a good fit**
3. **Design Portfolio or 5 previous designs**
4. **A recommendation letter from a non-relative**
5. **The names and contacts of 2 references from previous jobs**

**Please note that for your application to be successful you will need to submit all of these information.**

Deadline for submission, 15 August 2022