

TITLE: Communications and Documentation Advisor
PARTNER (S): WAGES - West Africa Governance & Economic Sustainability in Extractive Areas
LOCATION OF ASSIGNMENT: GHANA , Accra
CONTRACT DURATION: Flexible duration (12 months)
<p>DESCRIPTION:</p> <p>The West Africa Governance & Economic Sustainability in Extractive Areas (WAGES) is jointly implemented by World University Service of Canada (WUSC) and the Centre d'étude et de coopération internationale (CECI) in Burkina Faso, Ghana, and Guinea. Working in partnership with communities, local government, mining companies, and other stakeholders, the project will enable communities, particularly women and youth, to maximize the socio-economic benefits from extractive resource investment in West Africa.</p> <p>The project's principal areas of focus include local governance, sustainable and inclusive economic growth, and regional knowledge-sharing on development best practices in mining areas. The expected results of the project include: increasing employment opportunities for community members, especially youth and women; ii) strengthening capacity of sub-national governments and local institutions to leverage opportunities arising from natural resource development, especially the extractives sector; and iii) increasing informed dialogue on local economic growth and governance strategies in regions with natural resource development activities, within the three target countries and across West Africa. Under the direction of the WAGES Project Coordinator, and with the support of the WAGES Monitoring and Evaluation Officer, the Communication and Documentation Officer will contribute to the design of communications and documentation plans/strategy for the WAGES Project in Ghana.</p>
<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Communication and Knowledge Management Strategy: • Advise on the production of all project publications and deliverables, internal knowledge management and the external outreach efforts of the program; • Support the development of a communication and knowledge management strategy and facilitate training session staff to ensure effective implementation throughout the life of the program; • Support the implementation of communication and documentation strategy, monitoring and keeping abreast of the major WAGES activities as well as current and emerging activities of the key stakeholders; • In collaboration with WAGES team, support in the development of segmented, culturally appropriate and cutting-edge Communication for Development (C4D) materials; • Work closely with the WAGES team to determine ongoing knowledge management and communications priorities; in working out new ideas for communication and information activities and assessing critical ideas for feasible communication channels with a special emphasis on documenting and sharing best practices and lessons learned; • Collaborate with the WAGES M&E team to produce technical documentation;

- Collaborate with project staff, local government, and partners to produce relevant information in the form of publications, pictures, video clips, etc, for effective communication of activities and outputs.
- Knowledge Development and Sharing:
- Collaborate with the Project Coordinator and M&E Officer, partners and field teams to organize and disseminate information to fulfil regular reporting as well as other communications requirements;
- Document and disseminate experiences and lessons learned; and develop activities and products to distribute appropriate information to decision-makers and program stakeholders both internally and externally.

QUALIFICATIONS:

- Degree and/or formal training in communications or a relevant field
- Advanced degree in communications is an asset
- At least two (2) years of experience in communications and/or knowledge management
- Proven ability to develop, write, and edit technical content for both print publications and web
- Demonstrated experience in developing communications materials for a variety of audiences
- Experience designing and implementing knowledge management and communications strategies, organizing, packaging, producing, and disseminating information
- Excellent interpersonal, teamwork, and communication skills
- Demonstrated experience in managing internal and external communications and in the documentation of best practices, successes, and lessons learned for the project

VOLUNTEER BENEFITS AND SUPPORT:

- Support and guidance prior to departure and while on assignment in country.
- Participation in a pre-departure training where you will have the opportunity to learn about the program, gain practical skills for living and working in an intercultural context and meet other volunteers. Travel, meals and accommodation are covered.
- In-country orientation and briefing upon arrival in country.
- Language training in country where required.
- Return flights, visas and work permits.
- Cost of required country specific vaccinations and antimalarials.
- Health insurance.
- Modest monthly living allowance while overseas.
- Accommodation while overseas.
- Vacation leave entitlement.
- Return debriefing in Canada after completion of assignment. Travel, meals and accommodation are covered.
- An incredible opportunity to enhance your professional skills and participate in an experience of a lifetime!

ELIGIBILITY REQUIREMENTS:

- Applicants must be a Canadian citizen or permanent resident of Canada between the ages of 18-70.
- Departure date is contingent upon the timely completion of all administrative requirements (e.g. visa processes, medical clearance, police checks, and travel documentation).
- With the support of the program, all volunteers shall undertake to make a minimum financial contribution of \$1,500 for participating in the program.