



**VACANCY  
for the post of  
COMMUNICATIONS OFFICER**

**Number of Position:** 01 position  
**Workstation:** Colombo  
**Contract duration - Initially for one year with the possibility of extension**

Applications are invited from suitably qualified candidates for the post of **Communications Officer** at Sri Lanka Development Journalist Forum (SDJF).

**1. What is SDJF?**

SDJF is a well-established national level, non-governmental organization, with more than 10 years of extensive experience in promoting the role of media in democratization and positive social transformation. SDJF works closely with International media development agencies, Local media organizations, Universities, Civil Society Organizations (CSOs), Youth and Women led organizations promoting pluralistic values. Visit [www.lidjf.org](http://www.lidjf.org) for more information.

**2. Job Profile**

SDJF is looking for a dynamic, experienced and skillful individual for the position of Communications Officer for the project of **"Incubator Space for Information Rights and Freedom of Expression" (InSPIRE)** implemented in partnership with HELVETAS and funded by EU. The overall objective of this project is to contribute to the enhancement of democracy and human rights in Sri Lanka.

Under the broad guidance of the senior management, the Communications Officer has the primary responsibility for planning, developing and implementing communication strategies to promote InSPIRE project based on EU/HELVETAS/SDJF visibility regulations and guidelines. The Communications Officer will also be responsible for maintaining partnerships and relationships with stakeholders such as Universities, Human Rights Commission, European Commission, Project partners, etc. He/she is also responsible for disseminating information and media expressions produced under this project to create awareness about freedom of expression, right to information, ethical reporting under the InSPIRE project.

**3. Key duties and Responsibilities**

**a. Program Communications for advocacy and awareness**

The Communications Officer will work closely with SDJF and HELVETAS project team to ensure that relevant project materials such as Human-Interest Stories, donor reports, proposals, fact-sheets, infographs, etc., are developed and disseminated to target groups through relevant media and network channels. The Communications Officer will assist InSPIRE project team to identify and design appropriate communication activities for the projects.

**b. Media Relations**

Develop and maintain contact information, materials and relationships with journalists and media outlets (print, TV, radio, web, etc.) and other stakeholders to increase coverage of Human Rights issues such as freedom of expression, assembly and right to information in the media (print, broadcast and digital). Specific activities may include:

- Draft and edit articles, press releases, human interest stories and other advocacy/information materials.
- Collaborate with the media and other project target groups by organizing project site visits, facilitate photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
- Monitor and evaluate the effectiveness of media material. Maintain a library of media expressions, clippings, etc.

**c. Digital Communications/Social media**

Maintain SDJF website on a regular basis, and daily monitoring, posting, content development and audience engagement of social media sites (Facebook, Twitter and YouTube, Instagram).

**d. EU/HELVETAS/SDJF Brand and Communications**

Ensure timely and quality production of advocacy and branding materials such as periodicals, annual and donor reports, supplements, calendars, briefing notes, Human Interest Stories, picture stories, videos, etc. The Communications Officer will develop and archive communication materials, including digital formats, such as publications, press releases and clippings, photographs, audio-visual materials, web resources, etc.

**e. Donor Relations**

Develop and maintain an updated list of SDJF donors, partners and special interest groups. Assist in developing donor visit schedules/brochures. Preparation of background materials, policy briefs and information kits for donors and high-profile guests/visitors. The task also includes travel planning, logistics and administrative arrangements of local and foreign visiting partners and donors.

**f. Events/Campaigns**

Assist in organizing special events and campaigns to publicize achievements and strategic goals. Support organization of workshops, seminars, campaigns, events and project review meetings, including agendas and meeting minutes.

**g. Monitoring and evaluation**

Facilitate the Monitoring and evaluation of communication activities and materials and advocacy events/campaigns organized by SDJF.

**4. Minimum Qualification and other Requirements:**

- I. **Education:** Bachelor's Degree in communications, journalism, public relations or a professional qualification in a related field.
- II. **Experience:** At least three years of similar work experience is required. Candidate should be able to work independently – with minimum supervision and guidance from supervisors. Demonstrated and extensive social media experience is an added advantage.
- III. **Skills:** Excellent written and oral English communication skills and Knowledge of other languages (Tamil or Sinhala) is an asset. He/she should have advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher). Candidates with basic design and layout skills and adept in using Adobe Photoshop and InDesign; Demonstrated and extensive social media experience will have an added advantage.
- IV. **Values and Ethics** - The candidate should have high level of integrity, accountability and punctuality, and be willing to work beyond normal working hours. He/she should also demonstrate and be exemplary in portraying SDJF values and ethics. He/she should be a good team player.

**5. Commencement – Immediately**

**6. Salary - Negotiable**

Please send your updated CV and expected salary range, along with a cover letter giving names of two non-related referees before 15<sup>th</sup> August 2021 to [recruitment@Ldjf.org](mailto:recruitment@Ldjf.org).

Only shortlisted candidates will be contacted. Females are highly encouraged to apply.