



Terms of Reference (ToR)

Job code: HF05010821
Job Title: Media officer
Duty station: Turkey - Gazi Entab
Line Manager: Media Manager

Thursday, 5 August 2021

Number of vacancies required: 1

About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian. HF operates in different sectors, implementing various projects and programs.

Job Details

Job Summary:

The media officer is responsible for contributing to the implementation of the approved media plans in the institution, with the aim of media awareness of the association and its activities; And help the association strengthen its partnership with the media to communicate the narrative and stories of development and progress. Working closely with an on-site team and a management team in Turkey, the Media Officer will ensure that communication with the public and partners is done in the most respectful and impactful manner, through the use of text editing and video production for appropriate and evolving traditional and social media.

Main Responsibilities and Tasks :

- Editing media content and contributing to its dissemination on various platforms to suit each platform and target segments.
 - Producing videos that the organization uses to promote various projects and events.
 - Preparing the written and visual reports of the institution in accordance with the visual identity.
 - Preparing visual content that matches local, international and global events.
 - Managing and monitoring the presence, image and reputation of the organization on various web platforms (website, social networks, search engines...etc).
 - Ensure that all media communications activities (i.e. press, television, website and social/online media activity) are integrated with the organization's strategic vision and in line with the approved media policy.
 - Monitor discussions, respond to inquiries and interact with the public on various platforms.
 - Following up the team of photographers in Syria and communicating with them to facilitate the tasks entrusted to it.
- Any other duties assigned to him by his direct manager when needed.

Qualifications / Technical Skills:

At least 3 years of experience in visual content production and editing.

Experience in the following programs (Adobe Primere - Adobe After Effect)

Experience in managing and promoting social media platforms.

Experience in managing and organizing files and electronic clouds.

Ability to lead, direct, coordinate, follow up, initiate and develop.

- Ability to analyze and devise solutions to problems.

- Proficiency in editing the Arabic language at an excellent level.

- Good command of the English language, both spoken and written

Interpersonal, Communication and Coordination Skills:

Excellent negotiation and problem solving skills.

• The ability to deal with a humane work environment full of challenges and constantly evolving, often working under pressure.

• Strong commitment to humanitarian relief and disaster operations.

• Flexibility.”