

Mediterranean Dialogue for Waste Management

Governance (MED4WASTE)

(C_B.4.2_0034)

ToR for Communication Assistant

1. About EDAMA

EDAMA in Arabic means “sustainability”. EDAMA Association is a Jordanian NGO established in 2009. As a Business Association, we are here to cultivate an environment where innovative solutions for energy and water independence and environmental conservation emerge. Advancing Jordan’s movement towards a green economy is an ambitious and priority goal. To be achieved, we need robust knowledge hubs, multi-stakeholder dialogue avenues, and private sector mobilization. EDAMA’s niche is in providing a platform agile and inclusive enough to involve a large number of public, private and NGO sector representatives. These key players together discuss and shape the future development of the Energy, Water, and Environment (EWE) sectors in Jordan.

2. About the Project:

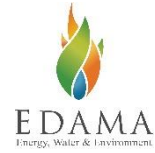
Key Information:

Acronym: MED4WASTE.

Full title: Mediterranean Dialogue for Waste Management Governance.

Thematic objective: Environmental protection, climate change adaptation and mitigation (Address common challenges in environment).

Priority: Reduce municipal waste generation and promote source separated collection and the optimal exploitation of its organic component.



Med4Waste

Donor: ENI CBC MED-EU.

Partners: University of Vic – Central University of Catalunya, Spain, Jordan, Lebanon, Italy, Spain, Tunisia, and Greece.

Project Duration: 24 Months.

Project Start Date: 1st October 2021 - Project End Date: 30th September 2023.

MED4WASTE aims to facilitate new governance models for integrated & efficient urban waste management (WM) policies across the Mediterranean, with particular emphasis on organic waste & circular economy (CE) which can be done through:

- 1- To build on and improve existing knowledge to foster capitalisation of social innovative, integrated, and efficient practices from public, private, and social sectors in waste management across the MSB, with special focus on waste prevention, circular economy practices and on the organic component.
- 2- To offer guidance and training for public administrations and relevant private and social stakeholders, to apply transferring actions and exploitation measures and to support planning, adapting, and re addressing of waste management plans, policies and other management actions and normative drivers.
- 3- To support dissemination of results and increase awareness among key stakeholders, promote cross border and cross-sectorial networking and foster long-term commitment of decision and policy makers promoting an environmental, socio-economic, and institutional transition towards green growth in the Mediterranean Sea Basin.

3. Job Overview:

We are seeking a highly motivated and experienced Communication Assistant with two years' experience in content writing and design to support the Communication team in EDAMA, Jordanian project partner. The successful candidate will work closely with the Communication team to develop, implement and monitor communication activities and strategies for the project.

4. Key Responsibilities:

- Assist in the development and implementation of communication strategies and plans for the project, including the capitalisation awareness raising campaign.

- Develop and write engaging content for the project's website, social media channels and other communication materials.
- Design and produce communication materials such as infographics, videos and presentations.
- Coordinate with project partners to gather information, content and feedback on communication activities.
- Monitor and analyse project communication activities and provide regular reports to the Communication team.
- Support in the organisation and implementation of events and activities related to the project.
- Assist in the management of the project's communication budget.

5. Qualifications:

- A degree in Communication, Marketing, Public Relations or related field.
- Minimum of two years' experience in content writing and design.
- Excellent verbal and written communication skills in English and Arabic.
- Experience in developing and implementing communication strategies and plans.
- Experience in designing and producing communication materials using Adobe Creative Suite.
- Experience in managing social media channels and content management systems.
- Ability to work in a team and collaborate with project partners from different Mediterranean countries.
- Ability to work under tight deadlines and multitask in a fast-paced environment.
- Experience in waste management or environmental communication is a plus.

6. Logistics:

Location: Amman, Jordan

Duration: Jun to October (5 months)

Working hours: Full time