



# OBSERVATOIRE DU SAHARA ET DU SAHEL SAHARA AND SAHEL OBSERVATORY

## EXECUTIVE SECRETARIAT SAHARA AND SAHEL OBSERVATORY

### TERMS OF REFERENCE

## RECRUITMENT OF A COMMUNICATION ANALYST

August 2025

[AC/OSS/Analyste-Communication/310725-33]

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**Type of recruitment:** International  
**Position title:** Communication Analyst  
**Duty station:** Tunis (Tunisia)  
**Required languages:** French and English  
**Start date:** October/November 2025

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## 1- BACKGROUND

The Sahara and Sahel Observatory is an intergovernmental Organization that supports its member States in addressing climate change, land degradation, biodiversity loss, and sustainable natural resource management. Through its technical programs, policy support, and role in accessing climate finance, the OSS promotes regional cooperation, knowledge exchange, and integrated resilience approaches across Africa.

In line with its 2030 Strategic Vision, the OSS is strengthening its positioning, visibility, and influence through high-level institutional communication, targeted advocacy, and structured strategic partnerships.

## 2- OBJECTIVES OF THE POSITION

Under the supervision of the Executive Secretary and involving the Communication Division, the Communication Analyst is called upon to:

- Define and implement an integrated institutional communication strategy aligned with the OSS priorities.
- Enhance the OSS visibility and influence in political, scientific, and financial arenas.
- Lead the valorization of institutional results and project impacts.

## 3- KEY RESPONSIBILITIES

### 3.1 INSTITUTIONAL COMMUNICATION

- Implement the OSS overarching communication strategy and annual action plans.
- Supervise the production of multilingual content (reports, videos, digital publications).
- Contribute to manage the OSS website, social media, newsletters, and media relations.
- Ensure consistency in visual identity, graphic charter, and editorial line.
- Establish M&E tool to assess the impact of communication activities.

### 3.2 STRATEGIC ADVOCACY AND REGIONAL/INTERNATIONAL POSITIONING

- Develop guidelines aligned with regional and international agendas (Rio Conventions, SDGs, Agenda 2063).
- Prepare policy briefs, speeches, and talking points for senior leadership.
- Coordinate impactful thematic campaigns and advocacy initiatives.

### **3.3 STRATEGIC PARTNERSHIP DEVELOPMENT**

- Identify and develop relations with technical and financial partners, regional institutions, and donors.
- Develop joint initiatives (co-publications, events, campaigns).
- Contribute to the negotiation with potential partners.

### **3.4 STRATEGIC ADVICE TO SENIOR MANAGEMENT**

- Advise the OSS leadership on communication and external relations.
- Prepare strategic briefing materials and media kits.
- Participate in organizational strategic planning exercises.

### **3.5 HIGH-LEVEL EVENT ORGANIZATION**

- Coordinate the OSS participation in summits, CoPs, ministerial forums, and regional conferences.
- Coordinate event documentation, presentation materials, and manage protocol logistics.
- Ensure media coverage, visual visibility, and post-event dissemination.

### **3.6 CRISIS COMMUNICATION AND REPUTATION MANAGEMENT**

- Develop and implement crisis communication plans and emergency communication protocols.
- Train and prepare institutional spokespersons for media interactions.

### **3.7 VALORIZATION OF INSTITUTIONAL RESULTS**

- Establish and maintain a system for capitalizing on project results and OSS impacts.
- Translate outcomes into visual and accessible products (success stories, infographics, videos).
- Contribute to annual reports and strategic communications targeting stakeholders.

### **3.8 STRATEGIC PARTICIPATION IN INTERNATIONAL EVENTS**

- Plan the OSS strategic engagement in international fora.
- Ensure thorough preparation of interventions (position papers, key messages).
- Supervise communication activities around the OSS participation.

### 3.9 COMMUNICATION FOR RESOURCE MOBILIZATION AND MEMBER CONTRIBUTIONS

- Support the resource mobilization activities with targeted communication tools.
- Showcase project impact to attract funding and political support.
- Develop messaging to encourage increased contributions from member States.

### 3.10 OTHER ACTIVITIES

The Communication Analyst will also be involved in the implementation and support of all other activities of the SE/OSS departments. He/she will support the teams of the OSS Executive Secretariat in order to foster inter-departmental synergies and the daily activities of the OSS.

## 4. QUALIFICATIONS AND SKILLS

### 4.1 EDUCATION

- Minimum advanced university degree (Master's or equivalent) in communication, humanities, political science, or a related field.

### 4.2 PROFESSIONAL EXPERIENCE

- Minimum 10 years of experience in strategic communication, advocacy, or institutional partnership management.
- Proven experience within international or regional organizations.
- Strong familiarity with African regional dynamics, multilateral institutions, and sustainable development challenges.

### 4.3 LANGUAGES

- Full proficiency in French and English (written and spoken).
- Knowledge of Arabic is a strong asset.

### 4.4 KEY COMPETENCIES

- Proficiency in internal and external communication tools.
- Ability to manage complex, multi-stakeholder processes.
- Capacity to work with a multicultural and multidisciplinary team.

## 5. REMUNERATION

The net monthly salary will range between €2,000 and €2,500 euros taking into account the candidate's years of professional experience and qualifications.

For Tunisian candidates, the salary will be paid in Tunisian Dinars.

The OSS will also cover the cost of purchasing a round-trip air ticket for the selected candidate (home country – Tunisia – home country).

## 6. APPLICATION FILE CONTENT

The application file must include the following elements:

- Signed Curriculum Vitae describing the applicant's education and relevant experience, as well as similar activities carried out, in accordance with the template available on the OSS website [OSS **CV Template required**];
- Cover letter in both English and French, **signed**;
- Copies of diplomas;
- Identity document;
- Supporting documents of experience ;
- Any document deemed important or relevant (notes, synthesis...).

It should be noted that the insufficiency or absence or non-compliance (e.g., non-OSS CV, unsigned documents, etc.) of any of the above-mentioned documents will result in the rejection of the

## 7. SUBMISSION PROCEDURE AND DEADLINE

Application files must be sent by email to the following address: [procurement@oss.org.tn](mailto:procurement@oss.org.tn).

Emails must include in the subject line: "Call for Applications: Recruitment of a Communication analyst [**AC/OSS/Analyste-Communication/310725-33**]"

**Application deadline: August 31, 2025, at 11:59 PM (Tunis time).**

Female candidates are strongly encouraged to apply.

NB: Any applications received after the above-mentioned deadline will not be taken into consideration.

## 8. EVALUATION OF APPLICATION FILES

Applications received within the deadline will first be evaluated technically based on the submitted documents.

Candidates who obtain a minimum technical score of 70/100 based on their application files will be invited for oral interviews via videoconference.

The evaluation resulting from the oral interviews will be combined with the technical scores of the application files to determine the final scores.

Final score formula:

$$FS = (TS + OS) / 2$$

Where:

- FS: Final score
- TS: Technical score of the application file
- OS: Oral interview score

## 9. SCORING GRID FOR APPLICATION FILES

Evaluation criteria	Maximum points
Degrees (Qualifications in the required fields)	15
Professional experience and references ( <i>NB: Only experiences supported by a certificate will be considered</i> ), distributed as follows	50
• Seniority	15
• Experience in a national, regional, or international organization	15
• Relevant professional references	20
Proficiency in internal and external communication tools	10
Motivation	10
Proficiency in the OSS working languages (French and English)	10
Neat and well-organized presentation of the application package	5
Total	100