

International Institute for Environment and Development
Mining, Minerals and Sustainable Development (MMSD) Project

Job Description

Job Title:	Project Information Assistant
Responsible to:	Communications and External Relations Executive, MMSD
Main Purpose:	Assisting and supporting MMSD communications and information activities under the supervision of the Communications Executive. Includes providing support for the production of Project information tools (website, news bulletin, databases of contacts, and print and electronic publications)
Circumstances:	This post will be offered as a fixed-term contract until March 2002.
Salary:	Grade 5 - £20,001 – 22,078 pro rata, per annum
Background:	<p>Mineral products have been a key part of human societies since early prehistory. They continue to be vital to the livelihoods of many people and the needs of modern industrial society. Yet there have been innumerable challenges to the way in which these materials are produced, processed, and consumed, and the extent to which the production and use of minerals is impacting economies of developing countries, social relations in local communities, the natural environment, and other important parameters.</p> <p>The Mining, Minerals and Sustainable Development Project is an innovative effort to promote change in the way the minerals industries approach the transition to a society consistent with the principle of sustainable development. Its focus is on reaching deeper understanding among the key social stakeholders, and development of key analytic concepts which may guide the industry in this transition.</p> <p>The communications activities associated with this effort are demanding and will put the candidate in an international setting where development, environmental and corporate viewpoints associated to the mining and minerals sector converge. The candidate will enjoy exposure and gain insight into the views of opinion leaders in government, industry, civil society, labour and community organisations as well as experience in a policy research environment. This will be an excellent opportunity for a recent graduate to build credentials and skills leading to a career in the international communications field.</p>

Key Responsibilities:

- Gather information to inform the content of MMSD information materials, including the Project website, general information sheets, calendar of events, briefings and other communications tools checking for accuracy, consistency and quality in a timely and

effective manner. This might entail liaising with Project staff, partner institutions and other collaborators as needed.

- Assist in the timely updating and/or production of general Project information tools usable in multiple communications media (mail, e-mail, fax, website, CD Rom, etc.) Liaise with designers, DTPers, printers and distributors as needed.
- Ensure timely and widespread dissemination of MMSD information materials to outside audiences by e-mail, fax and/or post. These include basic brochures, fact sheets, news bulletins, briefings, outreach letters and other similar communications tools.
- Assist in the maintenance and expansion of the Project's database of contacts ensuring accuracy and consistency. Key constituencies include mining companies, labour organisations, governments, environmental organisations, NGOs working for local community economic development, journalists, and many others worldwide.
- Prepare and customise information packs for Project events and meetings that are relevant to particular stakeholder groups.
- Undertake minor research and fact-gathering tasks to enhance the content of MMSD communications.
- Assist in maintaining a strong, clear and consistent Project image that reinforces the identity, authority and approach of the MMSD Project.

Other Responsibilities:

- Update the Project's library of presentations (Power Point and transparencies) for project staff and others to use in presenting the Project and Project activities to diverse audiences as necessary.
- Copy-edit and format materials developed for public distribution by the Director and other Project staff.
- Maintain files (print and electronic) documenting information materials, and communications and outreach efforts.
- Assist in the production and dissemination process of the Project's Draft and Final Reports.
- Assist with the Project's participation in or sponsorship of stakeholder events and briefings.
- Assist with the Project's media relations programme as needed.
- Undertake such additional and other communications tasks as the Project may from time to time require.

Competence and Capabilities

Essential skills and experience

- A levels or equivalent education with 4 years relevant work experience or a BA degree in a relevant subject with 2 years relevant work experience.
- Excellent computer skills and good working knowledge of MS Word, DreamWeaver and MS Access. Willingness to 'trouble-shoot' as needed
- Good writing and organisational skills
- An excellent eye for detail
- Ability to work in a multicultural environment and to understand the communications needs of global audiences
- Experience in website development and/or print and online publications
- High level of energy and commitment. Ability to work both independently and as part of a multicultural team
- Ability to prioritise effectively, meet deadlines in a timely manner and manage conflicting demands

Desirable skills and experience

- Knowledge of environmental, poverty reduction or sustainable development issues and/or work experience in or understanding the problems of developing countries
- Some knowledge of communications approaches, tools and methodologies for communications strategies, such as campaign management, social marketing and message targeting
- Fluency in Spanish (highly desirable)
- Knowledge of publishing technology for print and online publications.

TO APPLY:

- Download an application form at http://www.iied.org/people_jobs/appform.pdf. Alternatively, you may write to the Personnel Officer at: IIED, 3 Endsleigh Street, London, WC1H 0DD, UK; fax on +44-20-7388 2826 or email Personnel@iied.org.
- Send the completed application form, CV and cover letter to mmsd@iied.org, or fax to +44-20-7831-6189, or post to 1A Doughty Street, London WC1N 2PH, UK.

CLOSING DATE: 15 OCTOBER 2001