



Job Details

Position Title	Head of the Corporate Communication
Direct Supervisor	Director FOCP
Job Location	Sharjah, United Arab Emirates

Job Summary and Scope of Responsibilities

MAJOR FUNCTIONS

Directs effective & efficient management the corporate communication department by providing strategic direction to facilitate the achievement of FOCP objectives within the overall vision and mission of FOCP. Oversee all communications involving the organization including the development and implementation of a communications strategy and a broad and diverse range of business and marketing communications. Reports to FOCP Director on regular basis with major department's functions & achievements.

Primary Duties and Responsibilities

Essential functions

1. Develop and update the organization's mission and vision in collaboration with leadership and the Board of Directors.
2. Develops and implements a communications strategy for the corporation that builds and maintains a positive corporate brand.
3. Oversees corporate communications and branding in various online and print platforms such as LinkedIn, Twitter, Facebook, and magazines.
4. Oversees the development and maintenance of the corporate website including methods to deliver message, ease of navigation, and clarity of information; ensures that all content is current and relevant.
5. Provides consistent and timely information to employees through various communications programs.
6. Acts as corporate spokesperson and responds to members of the media in a timely manner; composes and distributes press releases as needed.
7. Develops and maintains positive professional relationships with various members of the media.
8. Assists executive leadership in developing presentations, speeches, and other important corporate messages.
9. Seeks new methods and creative strategies to increase internal and external awareness of key events and updates in the organization including the launch of new initiative, main events, local and global community service, and other topics of interest.





Primary Duties and Responsibilities

Project Report

10. Prepare periodical or required reports and delivered in a timely manner to keep management informed about the progress of various activities/projects and to facilitate decision-making.
11. Regular evaluation of the department's activations to assess progress & outcome.

Reporting and Relationship Management

12. Reports to Director on all issues relating to FOCP corporate communication related activations.
13. Enhances and maintains professional relationships with existing FOCP sponsors and partners.
Maintains and exhibits excellent working relationships with all FOCP staff.

Decision-making Authority

Limited with Director

Working and Other Reporting Relationships

Director FOCP	Daily
Beneficiary Support Services Head	Frequent
Community Affairs Head	Frequent
Advocacy Executive	Frequent
HR Head	Frequent
Finance Head	Frequent
Pink Caravan medical team	Frequent

Supervisory Responsibility

Marketing Manager
Project Manager
Photographer & Digital Content Development Executive
Graphic Design Executive

Eligibility Criteria

Preference will be given to UAE National male candidates, in line with organizational requirements and role-specific considerations.





Minimum Educational, Technical Qualifications/Certifications Required

Bachelor Degree in corporate communication and marketing or other relevant fields

Minimum Professional Experience Required

3 -5 years of experience in a similar role within a non-profit organization

Special Requirements and Conditions

Willingness to travel locally and internationally

Competencies/Knowledge, Skills and Abilities

Core Competencies	Behavioural Competencies	Functional Competencies
<ul style="list-style-type: none"> • Excellent communication, written and verbal skills in English and Arabic • Excellent planning and forecasting abilities • Superior monitoring and supervisory skills • Superior coaching, mentoring and delegation skills • Excellent time management and ability to meet schedules and deadlines • Negotiation capability • Knowledge sharing • Negotiation capability • Ability to meet deadlines • Time management • Effective communication • Focus on results • Teamwork • Initiative and innovation • Empowering employees and developing their capabilities • Make the right decisions and take responsibility • Work planning and organization 	<ul style="list-style-type: none"> • Proactive approach • Alertness and attention to details • Handles ambiguity diplomatically and influentially • Ability to get along with diverse personalities, ethnics and nationalities • Positive attitude • Good reasoning abilities and sound judgment • Team leadership • Decisiveness • Analytical thinking 	<ul style="list-style-type: none"> • Excellent knowledge and understanding of any nonprofit organizational law and an understanding of how such a entities functions internally • Excellent computer skills (MS Office Suite) • In-depth understanding of office management procedures and departmental and legal policies • analytical mind with problem-solving skills • Excellent organizational and multitasking abilities • A team player with leadership skills

