

COMMUNICATIONS OFFICER

Title: Communications Officer

Duration: Open Ended Contract

Start date: ASAP

Location: Geneva - International Environment House

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing which operate in 16 countries. IMPACT staff effectives are expected to reach 130 by the end of 2017. For more information visit: <http://www.impact-initiatives.org/>

SUPERVISION

The Communications Officer will report to the Deputy Executive Director, and assist with a broad variety of tasks.

TASKS

1. External Communications and Dissemination

- 1.1. Produce and share internal and external communications updates, including the quarterly newsletter and website articles
- 1.2. Use social media (Twitter and Facebook) to effectively promote the work of REACH and IMPACT and transmit key messages from their activities
- 1.3. Regularly update, improve and manage the REACH and IMPACT websites
- 1.4. Support the dissemination efforts of IMPACT and REACH, by maintaining and further developing relations with media and global partners (contact lists, regular email updates, press releases) and supporting in the organisation of round-tables and other global events
- 1.5. Contribute to the development and implementation of the IMPACT and REACH Communication Strategy
- 1.6. Develop digital media and communication strategy, as well communication and visibility material for IMPACT's new initiative: AGORA
- 1.7. Identify key opportunities such as conferences, workshops, etc. to promote IMPACT, REACH and AGORA, and maintain a calendar of global events
- 1.8. Undertake the design/formatting and editing of IMPACT and REACH communications and visibility material and assist as needed with printing, ordering and distribution of IMPACT and REACH publications and visibility materials
- 1.9. Develop and maintain an online library of visual material related to communications and branding

2. Internal Communication

- 2.1. Support an efficient internal communication by preparing agendas for meetings and drafting minutes
- 2.2. Development of tools and templates supporting a more efficient internal communication at HQ level and between HQ and field teams
- 2.3. Supporting drafting internal memos/briefings as relevant

3. Monitoring and Evaluation

- 3.1. Support internal monitoring and evaluation of activities at global and country level, including revision of M&E tools and plans
- 3.2. Support the analysis of country- and global-level M&E activities, to inform improvements to ongoing and future programs, incorporate lessons learned and best practices
- 3.3. Support the liaison with country office to ensure regular and efficient M&E reporting mechanisms, and provide feedback on improvements to ongoing programs

QUALIFICATIONS

- Studies related to humanities or social sciences, and/or other relevant fields
- Excellent written and spoken English, and fluent in French
- Strong writing and analytical skills
- Good working knowledge of Microsoft Office (Word, PowerPoint and Excel) and Adobe Creative Suite (InDesign, Illustrator, Photoshop)

EXPERIENCE, ACHIEVEMENTS, SKILLS AND QUALITIES

- Proven experience of copy-writing and editing articles, reports and presentations
- Experience of website development, management and editing (Wordpress and html)
- Academic exposure to organisational development, program management and/or monitoring and evaluation
- Attentive to detail and meticulous
- Proactive team player with the ability to think and work independently
- Excellent communicator, who shares ideas and discusses solutions
- Critical thinker, who identifies problems and proposes solutions
- Ability to work in a dynamic, multicultural environment, to work under stress and to meet deadlines
- Fast learner and resourceful individual, able to take on a challenge and try new approaches
- Previous experience in the non-profit sector
- Understanding of the humanitarian coordination system

HOW TO APPLY

Application documents: Curriculum Vitae, cover letter and three references.

Submit applications to: jobs@impact-initiatives.org

REF: 18/GEN/COMOFF01 (Please indicate the reference in the subject line of your email)