

## Job description

### COMMUNICATION & DISSEMINATION OFFICER IN GENEVA

(Reference: 19/HQ/CDO01)

#### BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

**We are currently looking for a Communication & Dissemination Officer to support our IMPACT Initiatives team in Geneva.**

**Department:** Communications  
**Position:** Communications & Dissemination Officer  
**Contract duration:** Open Ended  
**Location:** Geneva, Switzerland  
**Starting Date:** ASAP

#### POSITION PROFILE

The Senior Communication & Dissemination Officer reports to the Deputy Executive Director, and assist with a broad variety of tasks.

#### FUNCTIONS

##### 1. External Communications and Dissemination

In order to ensure products are disseminated to relevant audience in a timely manner to increase knowledge and use of the products:

- 1.1. Produce and share internal and external communications updates, including the quarterly newsletter, website articles, press releases and other content

- 1.2. Use social media (Twitter, Facebook and LinkedIn) to effectively promote findings related to IMPACT's research and transmit key messages from its activities
- 1.3. Regularly update, improve and manage IMPACT's website network, including the Resource centre, in order to effectively promote findings related to IMPACT's research and transmit key messages from its activities
- 1.4. Strengthen the dissemination efforts of IMPACT Initiatives by maintaining and further developing relations with media and global partners (for example: by maintaining and expanding a partner contact lists, sending out regular newsletters, and preparing press releases on flagship reports) and supporting in the organising of global events
- 1.5. Contribute to and facilitate the development and implementation of the IMPACT's Communication and Dissemination Strategy (incl. digital media, visibility material etc)
- 1.6. Identify key opportunities such as conferences, workshops, publications etc. to promote IMPACT's research and initiatives, and maintain a calendar of global events
- 1.7. Undertake the design/formatting and editing of IMPACT and REACH communications and visibility material, as well as products, and assist with the printing, ordering and distribution of the information products produced by IMPACT
- 1.8. Develop and maintain an online library of visual material related to communications and branding
- 1.9. Train and guide staff in using communication channels more effectively to promote IMPACT's work

## 2. Internal Communication

- 2.1. Support an efficient internal communication by preparing agendas for meetings and drafting minutes when requested
- 2.2. Develop tools and templates supporting a more efficient internal communication at HQ level and between HQ and field teams
- 2.3. Support drafting internal memos/briefings as relevant
- 2.4. Support HQ-Field relations by proactively engaging with country teams

## 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 with an emphasis on communications channels and inputs
- 3.2. Support the analysis of country and global-level M&E activities, to inform improvements to ongoing and future programmes, incorporate lessons learned and best practices
- 3.3. Support the liaison with country office to ensure regular and efficient communications M&E reporting mechanisms, and provide feedback on improvements to ongoing programmers

## REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ Excellent analytical skills;
- ❖ 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)

- ❖ 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