

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Communications Specialist (M/F)

Our client:

An international Health NGO based in Geneva.

Role and responsibilities:

- Execute broad writing and editing demands, in many forms.
- Produce multi-disciplinary communication deliverables; these may include branding guidelines and activities, media relations initiatives and awareness campaigns, managing digital platforms, and organizing events and campaigns.
- Guide, coordinate and quality assure all written products of the OIG.
- Lead the preparation of routine OIG progress updates and annual reports to the Board and Committees.
- Guide and develop the OIG brand and communications strategy to achieve the desired impact with respect to internal and external stakeholders.
- Work closely and collaboratively with auditors, investigators, as well as colleagues in the Communications, Risk Management, Grant Management, IT, and Resource Mobilization departments to ensure significant developments are communicated internally and externally.
- Editorial oversight and coordination of the OIG web pages, including external microsites.
- Develop and manage quality communication channels, as well as prepare external communications with external stakeholders in order to influence and persuade, e.g. Board and media.
- Liaise with the Communications department regarding the publication of OIG reports.
- Design, plan and implement OIG communications and outreach products and campaigns for internal and external stakeholders.
- Manage all OIG's external events such as webinars; and OIG-hosted conferences and workshops.

Profile:

- University Degree in a field related to communications (Communications, Journalism, Literature, Marketing).
- Six to ten years of journalism or related experience with the communications department of organizations having international activities.
- Experience developing and implementing a communication strategy.
- Experience working in/with audit and/or investigations and/or counter-fraud activities.
- Experience and knowledge related to development aid and/or public health, AIDS, tuberculosis and malaria.
- Experience working in a large, multicultural organization.
- Experience managing external communication agencies.
- Experience with communications and operations in developing countries.
- Proficient with Adobe InDesign and graphic design tools
- An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of other languages an asset.

Required skills:

- Integrity
- Capability to work effectively in a multicultural team
- Excellent writing and editing ability
- Advanced knowledge of different communication techniques and means
- Flexible approach to work and ability to manage numerous projects
- Solution-oriented, creative, persuasion skills, positive and proactive mindset

Contract type:

Temporary - 5 months contract

Rate of activity:

100%

Starting date:

As soon as possible

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Mouhssine Moudrik
Ref : JD1945362145