Communications Specialist

Our client:
a global NGO based in Geneva.

Role & Responsibilities:
The NGO seeks to strengthen its brand and increase its relevance and visibility in a rapidly evolving world, the Communications Department is key to positioning the organisation as a global health leader and critical player in the global COVID-19 response with key stakeholders. The COVID-19 Communications Specialist builds and leverages relationships with key staff working on COVID-19 and external partners to frame and communicate the NGO's role in the global response to COVID-19.

The Specialist works with departments across the organization, particularly with Grant Management, External Relations, Supply Operations, and Strategy and Impact, to translate the NGO's COVID-19 positions and response into clear, consistent and easily accessible communications materials to help staff and partners communicate the NGO's work across traditional and digital media.

The Specialist works to further the NGO's external communications strategy by positioning it as a critical partner in the global COVID-19 response among key audiences globally.

Profile:
• University degree in Journalism, Communications, Public Relations, International Development or a related field.
• Solid experience in journalism, public relations, or a related communications field
• Demonstrated open attitude to receiving feedback and constructive criticism
• Track record of excellent interpersonal skills, an ability to work in multicultural teams and manage external and internal relationships
• Track record of being solution-oriented, proactive, dynamic, creative and innovative
• Proven ability to use advanced problem-solving skills and political judgment in sensitive situations
• Experience/Understanding of global development
• Proven ability to translate complex issues into compelling narratives and to optimize use of complex data for communication and advocacy purposes
• Successful track record of placing content (stories and op-eds) in top-tier media globally
• Track record of excellent writing, editing and oral communications skills
• In-depth understanding of communications operations, principles and practices including digital media
• An excellent knowledge of English. Knowledge of other languages in particular French would be an asset.

Required skills:

Organizational Competencies:
• Humanitarian awareness and mind-set
• Service orientation
• Drive for results
• Collaboration
• Interaction
• Adaptability

Functional Competencies:
• Communications
• Project Management
• Business
• Geopolitical Awareness
• Multicultural Understanding
• Analytical

Contract type: 7 months contract

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Maxence Joly
Ref : MJ637201367