

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **Associate Specialist Communications H/F**

### **Our client:**

An international NGO based in Geneva.

### **Role & Responsibilities:**

The NGO is looking to recruit an experienced communications professional for a 9 month project to update short summary documents describing the activities funded in supported countries.

Drawing on existing internal documentation the Associate Specialist will be responsible for drafting standardized grant and country level summaries for approximately 250 grants and 108 countries, and subsequently enhancing the content of these summaries for communications purposes and consumption by a less technical public audience.

The project will be undertaken in two phases, the first 3 months of the assignment will produce summaries that meet minimum information requirements for all selected grants and countries. The remaining 6 months of the assignment will focus on enhancing the content of these summaries.

### **Profile:**

- University degree in international or public affairs, communications, social sciences, or other related field
- An excellent knowledge of English. Knowledge of other languages would be an asset.
- High proficiency in Word, PowerPoint and Excel
- Experience synthesizing information and communicating effectively and in a timely manner
- Professional work experience in a communication related role
- Experience independently drafting and finalizing high-quality written reports and presentations
- Experience in working with multi-disciplinary teams or groups of stakeholders
- Proven ability to multi-task, manage competing priorities under tight deadlines, work in a fast-paced environment and stay calm under pressure

**Contract type: Temporary**

**Rate of activity: 100%**

**Starting date: January 2022**

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik

Ref : NB192916922