

Job description: Communications Officer

Summary of position

The International Association of Professionals in Humanitarian Assistance and Protection (PHAP) is looking for a dynamic communications professional to join the association's secretariat in Geneva, Switzerland.

The Communications Officer is accountable for implementing and further developing the association's public and member communication strategies.

Duties and responsibilities

- Produce engaging web and print communication material for all programs and services of the association
- Coordinate implementation of the association's social media strategy
- Plan and produce association newsletters and other e-publications
- Coordinate editing and publication of member-contributed material
- Organize PHAP presence at selected external events
- Further develop the association's communications strategy together with the Executive Director and Platforms and Services Manager

Qualifications

Required:

- Flawless written communication skills in English
- High professional standards and strong work ethic
- Demonstrated ability to understand and contribute to realizing the strategic objectives of an organization through communication efforts
- At least two years' professional experience in communications

Preferred:

- Experience of working for a professional association
- Experience or understanding of the humanitarian sector
- Professional fluency in French (other languages a plus)
- Experience of working with a CMS, including working knowledge of HTML and CSS
- Experience of working with audio and video recordings

Conditions

- Location: Geneva, Switzerland
- Starting date: April 2016
- Full-time schedule of five days (40 hours) per week
- Occasional international travel required
- Monthly salary: 4'000 – 5'500 CHF, depending on experience

PHAP aims to find a suitable candidate with Swiss or EU citizenship, or who already holds a valid residency/work permit for Switzerland (for more information, visit <http://ge.ch/population/prestations-europeen> or <https://www.sem.admin.ch/sem/en/home/themen/arbeit.html>).

Application Procedure

DEADLINE: Sunday, 12 March 2017, 23:59 GMT

Please submit your application at <http://phap-recruitment.communications-officer-2017.sgizmo.com/s3/>

You will be asked to do the following:

- Upload your CV/résumé
- Upload your cover letter
- Submit brief responses to the following questions:
 1. Briefly describe your professional experience in communications.
 2. Briefly outline what you think would be the main challenges and opportunities facing an individual-based professional association in the humanitarian sector in terms of public communication.
 3. How would you describe your single greatest strength as a communicator?

Shortlisted candidates will be invited for an interview, in person or by phone/Skype. Prior to being invited for an interview, shortlisted candidates may also be asked to take one or more assessments (MCQ format) in the areas of Understanding the Humanitarian Ecosystem, International Legal Frameworks for Humanitarian Action, and Applying Humanitarian Principles in Practice.

Applications will be reviewed on a rolling basis, so interested individuals are encouraged to apply as early as possible before the deadline.

Please do not contact PHAP about the status of your application – all candidates will be notified within one month after the deadline.