



A GLOBAL NGO NETWORK  
FOR PRINCIPLED AND EFFECTIVE  
HUMANITARIAN ACTION

## JUNIOR COMMUNICATIONS OFFICER

**Location:** Geneva, Switzerland  
**Contract:** Full time, permanent position  
**Starting date:** September 2019

ICVA is looking to recruit a versatile and creative Junior Communications Officer to support, execute and implement ICVA's communication efforts.

### ICVA

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 100 nongovernmental organisations (NGOs) active in 160 countries, operating at global, regional, national and local levels, whose mission is to make humanitarian action more principled and effective by working collectively and independently to influence policy and practice.

ICVA promotes and facilitates NGO engagement in the development of humanitarian sector, with a focus on Forced Migration, Coordination, Financing, and cross cutting issues.

### OBJECTIVE OF THE POSITION

The Junior Communications Officer will provide hands-on communications support to the ICVA team in implementing internal and external communications based on the [ICVA 2019-2021 Strategy](#) and its enabling [Communications Strategy](#).

The successful candidate will assist the day-to-day work of the ICVA Secretariat team, within a dynamic and open-minded environment.

### RESPONSIBILITIES AND ACTIVITIES

- Manage the **online communication** activities of ICVA Secretariat team:
  - Day to day management of the website content;
  - Management of ICVA's social media presence;
- Coordinate the development and dissemination of **ICVA's monthly newsletter**;
- Ensure appropriate level of **branding and visibility** at ICVA events and meetings, and in all offline/online presence;
- Manage **layout, design** and **promotion** of communication products and coordinate their translations. These products include reports, PowerPoint presentations, monthly newsletter, etc;
- Implement a **media monitoring system** for the organisation and its members;
- Disseminate **outgoing mailings** to external stakeholders, and manage **distribution lists**;
- Build **relationships with communication officers** in ICVA member organisations. Connect communication officers with ICVA's work to increase outreach of ICVA activities, learning stream, reports and analysis;
- Regularly **track and evaluate metrics** of success, and adapt strategies to grow and improve outreach results over time.



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## ORGANISATIONAL SETTING

- ICVA's Junior Communications Officer reports to the Information Officer.
- The position is part of a pool of communication expertise.

## REQUIREMENTS

The ideal candidate will have:

- University degree in communications or related field
- Expertise in developing offline/online communication products
- 1 to 3 years relevant professional experience (this a junior position)
- Strong oral and written communication skills
- Expertise in managing social media channels
- Familiarity with website content management systems
- Ability to work quickly and deliver products in line with agreed timeframes and tight budget, ensuring strong communication with ICVA team
- Ability to work with autonomy and suggest new ideas
- Ability to work well in small team with people from different professional and cultural backgrounds
- Attention to details
- Positive, creative problem solver and desire to receive feedback and improve
- Familiarity with one or more of the following is a plus:
  - InDesign software
  - Photo and video production
  - Media monitoring systems
- Knowledge of the humanitarian sector is a plus
- Fluent in English, good knowledge of French

## APPLICATION PROCESS

- Please email [recruitment6@icvanetwork.org](mailto:recruitment6@icvanetwork.org) with a cover letter and CV. Mention "Junior Communications Officer" in the title of the email application.
- Final deadline for applications: **Monday 22 July 2019.**

*ICVA's selection process includes rigorous background checks and reflects our organisational integrity and commitment to making humanitarian action more principled and effective.*