

Position description – External Affairs (Ref. 2019-06)

Position title: Communication Specialist	Position level: C2	Team: External Affairs	Required travel: 15%	Required FTE: 100%
Reports to: External Affairs Head		Roles reporting to this position: None		
<p>Scope of the role</p> <p>Responsible for supporting the External Affairs unit in implementing GCERF Communications Strategy through high quality, targeted marketing and communications outputs and activities that promote GCERF’s profile and reputation.</p>				
<p>Principal accountabilities and ownership</p> <ol style="list-style-type: none"> Communication strategy: Responsible for implementing of GCERF’s Communication Strategy through various channels, reinforcing consistency of branding and storytelling, and making strategic input to the Communication plan based on external stakeholders’ requirements. Marketing and content creation: Responsible for promoting GCERF’s mission by leading marketing activities and supporting the production of holistic communication material. Digital marketing: Responsible for increasing GCERF’s online presence through the deployment of digital communication and marketing initiatives across multiple channels 				
Qualifications		Interdependencies		
<p>Knowledge/Experience/Qualifications</p> <ul style="list-style-type: none"> Bachelor’s degree in communications, journalism, public relations, international relations, communications studies, digital marketing, or any other related field At least 4 years’ experience in digital communications, including web-based content management systems and blogging tools; Past experience(s) in a similar position managing communications and media <p>Technical skills</p> <ul style="list-style-type: none"> Strong working knowledge of Adobe Creative Suite (especially InDesign and Photoshop), MS Office suite, and WordPress (web); A profound understanding of the global media landscape and emerging digital trends; Excellent storytelling and editing skills to craft powerful, informative and accessible stories targeting diverse audiences; English native language with strong 		<p>What this role must provide for key working relationships</p> <p>External Affairs Head (primary)</p> <ul style="list-style-type: none"> Ensure clear communication and instructions/guidance Communicate necessary approval requests in due time <p>Executive Director (primary)</p> <ul style="list-style-type: none"> Support creation of high-value communication material <p>Resources Mobilisation team (primary)</p> <ul style="list-style-type: none"> Provide support in producing and coordinating donor-related communications products and activities <p>Portfolio management team (primary)</p> <ul style="list-style-type: none"> Coordinate data-collection for creating content and promotional material Collaborate with Country Managers in supporting grantees in line with all GCERF guidelines with regards to public communication <p>Performance & Impact team (primary)</p> <ul style="list-style-type: none"> Coordinate data-collection for creating content 		

<p>French proficiency (C1-level)</p> <p>Personal skills and attributes</p> <ul style="list-style-type: none"> • Communicate effectively • Create and innovate • Demonstrate leadership • Representation of GCERF’s values • Capacity to work autonomously • Entrepreneurial spirit 	<p>and promotional material</p> <p>Governance and Partnership Coordinator (secondary)</p> <ul style="list-style-type: none"> • Provide support in the development of GCERF’s strategic partnership approach across external stakeholders <p>External services providers (secondary)</p> <ul style="list-style-type: none"> • Build and maintain good collaboration relations with external services providers
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About GCERF:

The Global Community Engagement and Resilience Fund (GCERF) is a public-private partnership dedicated to preventing violent extremism. In its first three years, GCERF has reached over two million people in communities at risk. GCERF focuses on local communities because they suffer the most from violent extremism, and because they are optimally placed to understand and act upon the drivers of violent extremism. GCERF’s work is anchored in the Sustainable Development Goals, in particular Goal 16: “Peace, Justice and Strong Institutions.” GCERF is also committed to the UN Global Counter-Terrorism Strategy (2006) and the UN Plan of Action to Prevent Violent Extremism (2016).

GCERF was established in Geneva, Switzerland, in September 2014, and is currently working in Bangladesh, Kenya, Kosovo, Mali, and Nigeria. In 2019, GCERF will start programmes in Tunisia and the Philippines.

General information:

All recruitments are subject to availability of funding.

GCERF is committed to diversity within its workforce and encourages applications from all qualified candidates.

The positions are based in Geneva. GCERF offers a competitive salary and benefits package.

Application Process:

Deadline: 26 May 2019

As a part of the recruitment process, shortlisted applicants will be asked to complete a written assignment and participate in an interview process.

How to Apply: Please visit the GCERF website at <http://www.gcerf.org/about-us/career-opportunities/>.

Please send an email to careers@gcerf.org for any question you may have regarding this vacancy.