TERMS OF REFERENCE

Communications Associate

IN BRIEF

Title: Communications Associate  
Duration: 7 months, from 1 March 2019 – 30 September 2020  
Location: Geneva, Switzerland  
Position: full time junior position (100%)

The Communications Associate will receive a monthly allowance.

ABOUT JIPS

JIPS – the Joint IDP Profiling Service – is an inter-agency service, which was set up in 2009. Based in Geneva, JIPS is supervised by an Executive Committee (ExCom) comprised of the Danish Refugee Council (DRC), the Internal Displacement Monitoring Centre (NRC-IDMC), the Norwegian Refugee Council (NRC), the Office of the Special Rapporteur on the human rights of IDPs, the Office for the Coordination of Humanitarian Affairs (OCHA), the United Nations High Commissioner for Refugees (UNHCR) and the United Nations Development Programme (UNDP).

Under our 2018-2020 strategy, our mission is “to advise, support and work with local and national governments, humanitarian and development actors to produce and use agreed-upon displacement data for decision-making. We do this by providing technical support to collaborative profiling and advising on other displacement data processes, engaging communities, and strengthening local capacity to inform collective solutions to displacement. We promote sharing of experience between local and global levels, and provide guidance on displacement data processes and their use for evidence-based policies and action.” With established expertise in both protracted and urban displacement crises, we provide direct field support and invest in the development of practical tools and guidance. Dedicated to capacity building and enhancing local ownership of data, we also make significant efforts in this regard. Believing that our experience provides relevant insights into relevant global policy processes and initiatives, we take time to share our knowledge through strategic advocacy and partner engagement. Read more about JIPS.

JIPS is a dynamic team that prioritises innovation, partnership and professional development. It functions according to a set of principles that guide both the content and approach to its work, that include: collaboration, community participation, complementarity, protection-orientation, and transparency.

JOB DESCRIPTION

Reporting to and under the supervision of JIPS’ Communications and Advocacy Officer, the Associate’s main responsibility will be to contribute towards enhancing JIPS’ online presence, through planning, creating and curating high-quality, high-impact content tailored to each of JIPS’ digital channels. In particular, this will require finding the powerful and engaging stories in the complex, technical and sensitive aspects of JIPS’ work, supporting collaborative evidence building in forced displacement situations. In addition, the Associate will contribute to the implementation of JIPS’ bi-annual thematic conference in April 2020, including managing logistics and supporting in the implementation of relevant outreach materials and activities.

Description of key duties and responsibilities:

− Contributing to JIPS bi-annual conference taking place from 21 – 22 April 2020 in Geneva, including managing logistics, helping implement outreach products and activities, and other tasks as needed
- Planning, creating and curating diverse types of content and messages for JIPS’ different channels and target audiences. This includes the critical tasks of finding the stories in the complex, technical and sometimes sensitive aspects of JIPS’ support in the field as well as work at global level; finding ways to bring in diverse voices from field and global partners; and exploring new approaches / content formats.
- Supporting JIPS’ Communications and Advocacy Officer in feeding and implementing JIPS’ editorial and communications plan through Asana, including weekly news items for JIPS’ blog, bi-monthly newsletters, and regular social media posts (Twitter, Facebook, LinkedIn)
- Drafting and designing visual materials in line with JIPS’ branding, including creating useful data visualisation and powerful infographics or other multimedia products, as well as updating existing products as needed
- Contributing to regular and effective dissemination of JIPS’ content, promoting conversation with and engagement of target audiences on social media, making active use of content that stays relevant over time, and linking to partners by including their handles and sharing their news as relevant
- Maintaining the JIPS website up to date and optimising it for search engines

The role will also involve contributing to the implementation of JIPS’ communications strategy with day to day tasks as well as monitoring and evaluation efforts for continuous improvement. In addition, the Associate will provide cross-department support on communications-related topics, specifically for the implementation of JIPS’ webinar series, training initiatives, and other key projects / events.

DESIRABLE ATTRIBUTES

Technical competencies:
- Studies related to digital communications, journalism, or related fields
- 2 or more years of experience in delivering digital communications including producing written and visual multimedia products and stories
- Competent in the use of design software such as Adobe CC, and experience in editing images and producing data visualisation, infographics and/or other multimedia content for various digital channels
- Experience with content and social media management platforms such as Wordpress and Hootsuite
- Good understanding of communications principles and all aspects of digital communications, including knowledge about current social media trends and techniques, knowledge of SEO / SEM a plus
- Native English-speaker; fluency in Spanish, French and other UN languages a plus

Soft skills:
- Genuine interest in the non-profit sector, in particular forced displacement, migration, humanitarian or development work
- Demonstrated passion for, and experience in, communicating about complex and technical issues, such as displacement profiling and other data collection processes, and skilled at telling the stories in these topics / the data
- A creative thinker devoted to crafting tailored content for websites, blogs, social media, and other communication channels for diverse target audiences ranging from decision makers to practitioners
- A proactive approach to work with a problem-solving attitude
- Ability to work independently and under pressure juggling multiple tasks, organisational skills, and high attention to detail essential
- Good eye for design and branding a plus
- Effective team player, resourceful and proactive with plenty of ideas, motivation and inspiration

CONTRACT ARRANGEMENTS

The Communications Associate will be based in Geneva where JIPS is co-hosted by UNHCR and the Danish Refugee Council (DRC). The contract will be facilitated by DRC on behalf of JIPS.

Salary and conditions
This is a temporary full-time contract from 1 March till 30 September 2020 (7 months, possibility of extension). This position will be placed at Employment Band – J (Associate) and DRC offers a fixed national contract with a
monthly gross salary of app. 2.400 CHF. From this amount the candidate has to pay social security, income tax and mandatory health insurance. DRC does not pay any additional allowances (schooling, housing etc.).

Interested? Then apply for this position by clicking here. All applicants must upload a cover letter (no longer than one page) and an updated CV (no longer than two pages). Both must be in English. CV only applications will not be considered. If you have questions or are facing problems with the online application process, please contact job@drc.ngo.

Applications close 29 February 2020

Gender Equality: DRC is committed to achieving gender parity in staffing at all levels. In the light of this, women are particularly encouraged to apply to bridge the gender gap.

Equal opportunities: DRC is an equal opportunities employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employee. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.

However, please note that due to questions related to work- and residence permits, Swiss nationals, citizens of Schengen-countries and applicants with existing work- and residence papers for Switzerland have a certain preference. Yet, we want to clearly state that the lack of above-mentioned specifications is not a ground for rejection of applications.

In this position, you are expected to demonstrate DRC’s five core competencies:

− Striving for excellence: You focus on reaching results while ensuring an efficient process.
− Collaborating: You involve relevant parties and encourage feedback.
− Taking the lead: You take ownership and initiative while aiming for innovation.
− Communicating: You listen and speak effectively and honestly.
− Demonstrating integrity: You act in line with DRC’s vision and values.

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.dk

DRC’s capacity to ensure the protection of and assistance to refugees, IDP’s and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC’s values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process. Visit www.drc.ngo to read more about what we do to secure robust safeguarding mechanisms.

If you have questions or are facing problems with the online application process, please visit https://drc.ngo/jobsupport.