

Vacancy Announcement

Title:	Senior Communications Officer and Editor
Type of contract:	Employment
Contract duration:	Open-ended contract
Work time:	Full-time position (40 hours per week)
Reporting to:	Head of Communications
Location:	Geneva, Switzerland
Remuneration:	Starting from 7'308 CHF/month gross
Start date:	As soon as possible
Application deadline:	31/07/2024

Background

The Global Survivors Fund (GSF) was launched in 2019 by Dr Denis Mukwege and Nadia Murad, Nobel Peace Prize laureates 2018. Its mission is to enhance access to reparations for survivors of conflict-related sexual violence around the globe, thus responding to a gap long identified by survivors. GSF acts to provide interim reparative measures in situations where states or other parties are unable or unwilling to meet their responsibilities. GSF advocates for duty bearers as well as the international community to develop reparations programmes. It also guides states and civil society by providing expertise and technical support for designing reparations programmes. GSF's survivor-centric approach is the cornerstone of its work.

Role Summary

The Senior Communications Officer and Editor is responsible for the development and implementation of the digital portion of the overall communications strategy and for maintaining overall quality in our public-facing written material. Senior Communications Officer and Editor reports to the Head of Communications, works closely with the Publications Officer, and supports the Communications Assistant.

Position responsibilities

Drafting and Editing

- Maintain GSF's brand tone and identity through all external publications;
- Focal point for advice on editorial decisions for the organisation;
- Ghost writer for senior staff for GSF publications as well as external media outlets;
- Editor of the Annual Activity Report;
- Owner of GSF's style guide, responsible for updating it as necessary;

- Support all staff on the use of GSF's glossary, spelling list, style guide, and brand book;
- Provide editing and document structuring support for key documents produced by GSF for specific strategic and/or communication purposes.

Social media

- Maintain GSF's brand identity and credibility on social media;
- Increase GSF visibility on social media ([Twitter](#), [Facebook](#), [Instagram](#), [LinkedIn](#)) and maintain regular publishing to ensure adequate digital presence;
- Plan and implement a digital strategy in line with overall communication strategy;
- Liaise with GSF staff and partner organisations to encourage and accompany the production of digital content;
- Ensure all shared content has valid consent and is appropriately stored/uploaded on the asset management system;
- Develop GSF's presence on other/emerging platforms where the organisation deems it relevant and strategic;
- Propose and develop new digital strategies in accordance with the demand of this highly dynamic sector;
- Monitor performance of our social media platforms, provide data analysis and recommendations.

Website

- Owner of the relationship with the external web developer, working on updates and keeping track of hours and budget;
- Plan, assign, and/or write content for the website, both static and non-static;
- Liaise with relevant GSF stakeholders for validation of new content before publishing;
- Track, analyse, and report on web traffic statistics/performance metrics and review of content effectiveness, to identify trends and suggest insights on areas for improvement;
- Develop and manage google grants, META ad grants;
- Carry out SEO techniques for web content.

General

- Keep up to date with new, rapidly changing internet technologies and recommend improvements to GSF's web and social media presence;
- Take ad-hoc projects as delegated by the Head of Communications;
- Travel to GSF programme locations to collect and produce content as needed;
- Support the Head of Communications in developing relationships with journalists and editors at key international and local media outlets, preparing GSF staff for interviews as needed;
- Oversee the work of the Communications Assistant on social media and the website;
- Work closely with the Executive Director of GSF on their personal presence in traditional and social media;
- Participates to the quality-assurance of GSF's photo and video library;

- Identify opportunities for content development and supports staff in developing relevant narratives of interest for public communication.

Position requirements

Education and experience (essential)

- Five to seven years of professional experience with increasing responsibility related to editing, website management, and social media publication in the humanitarian or development sector;
- Degree in Communications, Journalism, Media Studies, or related;
- Experience as the technical focal point on a CMS, with preference for Drupal or Typo3;
- Experience in media monitoring and social media listening, using tools such as Talkwalker, Sprout Social, Brand24, Hootsuite, or similar;
- Mastery of the English language.

Other requirements

- Genuine interest in the work of GSF;
- A sharp eye for detail in communications material;
- Ability to train staff on the use of design tools;
- Ability to work across time zones and in a multi-cultural environment;
- Ability to work independently and take clear decisions;
- Understanding of the equity, diversity, and inclusion sensitivities of communicating on sensitive topics, like those of GSF;
- Willingness to travel to GSF programme locations as needed, approximately two to four times per year;
- Knowledge of social media advertising would be considered an asset;
- Knowledge of French, Arabic, or Spanish would be considered an asset.
- Knowledge of international law and international affairs would be considered an asset.

How to Apply

Please send your CV, cover letter and contacts of two references to recruitment@globalsurvivorsfund.org with "Senior Communications Officer and Editor Application" as email subject, by 31/07/2024. Please note that only shortlisted candidates will be contacted.

The Global Survivors Fund is dedicated to fostering diversity, gender balance, and inclusion, mirroring the varied landscapes where we operate and the communities we work with. We welcome applications from qualified professionals of all backgrounds, cultures, and beliefs. We particularly encourage candidates from regions where GSF is active to apply.

We adhere to several safeguarding policies, including Protection from Exploitation and Abuse, Child Safeguarding, and Fiscal Integrity.

Please be aware that candidates must be authorised to work in the country where the position is based at the time of application.

Your Data - *If you choose to apply for this position, you will be providing us with your personal data, that will be processed for the purpose of selecting a candidate for this position only. We will keep the personal data you share with us as part of the application process for six months from the deadline for application, after which it will be deleted. Your personal data will be accessed only by our HR Staff managing the recruitment process, as well as the members of the selection panel. You have the right to a) ask us for access to your personal data and for information about how we process it, b) to ask us to rectify the personal data we have on record for you, c) to ask us to delete your personal data or restrict its use, and d) to object to our processing of your personal data. To exercise these rights, please contact recruitment@globalsurvivorsfund.org. If you have any concerns or complaints about how GSF processes your personal data, please submit them to DataProtection@globalsurvivorsfund.org.*