

Vacancy Announcement

Communications and Cybersecurity Officer

The International Commission of Jurists (ICJ) seeks to engage an experienced Communications and Cybersecurity Officer to provide technical expertise to the ICJ Asia Regional Office and its HRD partners to effectively implement **the Strengthening the Rule of Law and Access to Justice in Southeast Asia project**.

OVERVIEW OF THE ICJ

Composed of 60 eminent judges and lawyers from all regions of the world, the ICJ promotes and protects human rights through the rule of law, by using its unique legal expertise to develop and strengthen national and international justice systems. Established in 1952 and active on the five continents, the ICJ works towards the progressive development and effective implementation of international human rights and international humanitarian law; secure the realization of civil, cultural, economic, political and social rights; safeguard the separation of powers; and guarantee the independence of the judiciary and legal profession.

OVERVIEW OF THE ASIA REGIONAL OFFICE

In 2005, the ICJ established a regional office in Bangkok, Thailand with the aim of strengthening the capacity of legal communities in the ASEAN region to apply international human rights standards in combating impunity and reaffirming the rule of law.

OVERVIEW OF THE CONSULTANCY

The Consultant will provide technical expertise to the ICJ and its HRD partners, strengthen the ICJ's engagement with regional, national and international media, assist on the development of pro-active cyber-security approaches and provide administrative and technical support for activity implementation. Acting under supervision of the ICJ Media & Communications Director and the Asia Pacific Regional Director or to whom of the ICJ Media & Communications Director and the Asia Pacific Regional Director delegate your supervision, the Consultant will undertake allocated tasks required to support the Asia Pacific Programme Team to effectively implement the Strengthening the Rule of Law and Access to Justice in Southeast Asia project. The duration of the consultancy will be approximately 20 months.

IMPLEMENTATION OF THE CONSULTANCY

- **Planning:** jointly with the regional legal and policy teams and the ICJ Media & Communications Director, develop a media and communications calendar for the ICJ Asia and Pacific Programme, and ensure that all media activities, as well as the production of multimedia and publications, are properly planned and well integrated in / coordinated with the overall ICJ media and communications calendar;
- **Enhancing impact in the media:** position the ICJ in the local, regional and international media (print, electronic, broadcast) through the delivering of press releases, feature articles, opinion pieces, one-to-one interviews or any other media-friendly tool, and by facilitating media interventions and communications events and activities, such as press conferences, press packs, forums, roundtables, etc. Identify and, whenever possible, anticipate news on issues relevant to ICJ to improve the timing and efficiency of reactive media work;

- **Management of media and advocacy relations:** develop and maintain a network and database of media contacts in the Asia and Pacific Region. In addition to the media database, maintain an advocacy list consisting of contacts within NGOs, Governmental bodies, embassies, legal and academic circles and any other audiences relevant to ICJ advocacy work;
- **Production of communications materials:** together with the regional legal and policy teams and the ICJ Media & Communications Director, coordinate the scheduling of any ICJ communications materials in the Asia & Pacific Region, and especially the new publications, and supervise the local production of these materials;
- **ICJ branding:** ensure that the ICJ Visual and Corporate Identity is fully and accurately implemented on all ICJ communications materials in the Asia & Pacific Region;
- **Web publishing:** ensure that all media materials, web stories, multimedia and publications of the Asia & Pacific Programme are posted on the ICJ website according to the internal guidelines for web publishing;
- **Visual communications/Multimedia:** ensure the production of high quality visuals (mainly pictures and video clips) to illustrate ICJ's programmatic activities in the Asia & Pacific region;
- **Social media:** develop a Twitter account for the ICJ Asia & Pacific Programme, and feed it, especially with tweets promoting ICJ Asia & Pacific's work posted on the ICJ website. Tweets should not only be in English, but also in Thai and any other regional languages, whenever appropriate;
- **Management of suppliers and interns:** Manage contacts and liaise with all external suppliers (graphic designers, photographers, printers, multimedia consultants, translators, editors, etc);
- **Supporting the ICJ Asia & Pacific Programme:** act as the focal point for all media communications within the Asia & Pacific Region. Maintain supportive working relations with programme staff. Uphold regular relations with the South Asia regional office on communications issues;
- **Cybersecurity:** advise the Regional Director on safety and security issues relating to media engagement and online communications; contribute to or lead the development of training materials for staff and partners on online security issues; identify ways to improve the security of online communications and participate in assessments for the ICJ and national partners relating to cybersecurity and related issues;
- **Reporting:** for all media and communications matters, reports to the ICJ Media & Communications Director and the Regional Director for Asia. Liaise with, and/or inform them of any media & communications activity in the Asia & Pacific region. For all cybersecurity, operational and administrative matters, reports to the Regional Director for Asia.

DELIVERABLES

- Provide technical expertise to the ICJ and HRD partners during the consultancy period;
- Strengthen the ICJ's engagement with regional, national and international media – particularly on social and other forms of online media;
- Assist in the development of pro-active cyber-security approaches.

QUALIFICATIONS

The successful consultant/s will have:

- A proven knowledge of, and work experience in, most communications aspects, including media work, social media, web publishing, branding and visual identity, and have knowledge and experience in filming and editing;
- Strong organizational, drafting and editing skills, and have computer literacy, including some knowledge/understanding of WordPress CMS;
- Spoken and written fluency in English is essential; other languages, especially Thai, would definitely be an asset.
- A proven knowledge of, and work experience in, cybersecurity and dedication to the legal protection and promotion of human rights.

The ICJ is an equal opportunities employer.

APPLICATIONS close on **22 March 2019 by 5 pm. Bangkok time** and should be addressed with your resume, a cover letter and the names of at least two recent references to:

Ref: Communications and Cybersecurity Officer
By email: asia-recruitment@icj.org

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries. We thank you for your understanding.