

Service Provider Vacancy Announcement

Communications Consultant

The International Commission of Jurists (ICJ) seeks to engage a **Communications Consultant** to provide technical expertise to the ICJ Europe and Central Asia Programme for **6 months** (with **possibility to prolong**) on a part-time basis at a **40% to 50%** rate.

OVERVIEW OF THE ICJ

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. 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.

The Europe and Central Asia (ECA) Programme, with its regional office in Brussels, uses expert analysis of international human rights law and standards to inform and influence the work of the European Union, Council of Europe, and United Nations institutions. The ECA Programme addresses the human rights and rule of law priorities of the ICJ, with a particular focus on the independence of judges and lawyers, migration and asylum, access to justice for marginalized or disadvantaged groups, and counterterrorism and human rights

TASKS OF THE CONSULTANCY

Working in close cooperation with the ECA Programme Legal Advisors, the Consultant will provide technical support to the ECA Programme in order to strengthen the ICJ's engagement with regional, national and international media.

- **Management of media relations.** Establish and maintain a network and database of media contacts in the Europe region. Review data on social media platforms performance and adjusts plans or strategies to optimise ECA work visibility.
- **Enhancing ECA work impact on social media (Twitter and Facebook mainly).** Coordinate and develop ECA social media strategy and accounts; increase ECA works' visibility impact. Identify and, whenever possible, anticipate news on issues relevant to ICJ to improve the timing and efficiency of reactive media work. Feed ECA Twitter account with tweets promoting ECA's work posted on the ICJ website.
- **Production of communications materials (written and multimedia).** Manage the creative side of the produced materials (video editing, audio editing, written outputs editing). Ensure the production of high-quality visuals (mainly pictures and video clips) to illustrate ICJ's programmatic activities in the ECA Region.
- **ICJ branding.** Ensure that the ICJ Visual and Corporate Identity is fully and accurately implemented on all ICJ communications materials in the ECA Region.
- **Working relations.** Act as the focal point for all media communications within the ECA Region. Maintain supportive working relations with the programme staffs. Uphold regular relations with the ECA regional office on communications issues.
- **Planning and strategy.** Jointly with the ECA Team, develop a media and

communications calendar for the ECA 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.

DELIVERABLES

- Press-list and media database for Brussels and ECA;
- Enhanced engagement with regional, national and international media –particularly on social and other forms of online media;
- Enhanced visibility of the ECA Programme’s work through multimedia content.

QUALIFICATIONS

The successful consultant will have:

- 2 to 3 years’ 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.
- Basic understanding of international law and policy: capacity to translate legal concepts into easier-access language.
- Fluency in English is essential. Other ECA languages (e.g. Russian, Turkish, French, German, ...) are an asset.
- Organizational, drafting and editing skills; computer literacy, including WordPress C.
- Be based within the European Union.

APPLICATION PROCESS

Send your CV, cover letter and, if applicable, examples your work, to europa-recruitment@icj.org with reference *ECA Communication Consultant*. Applications close on **19/09/2021 at 12pm - midnight**, CET time.

The ICJ is an equal opportunity employer. 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.