COMMUNICATIONS OFFICER

Based in Bangkok, Thailand or Kathmandu, Nepal

The International Commission of Jurists (ICJ) is a global network of judges and lawyers united in affirming international law and rule of law principles that advance human rights. Since 1952, the International Commission of Jurists (ICJ) has performed a unique and prominent role as a nongovernmental organization defending human rights and the rule of law worldwide. With its Headquarters based in Geneva, ICJ operates on the ground in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

The ICJ is seeking to recruit a Communications Officer who 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 of the Asia and Pacific Programme. The position will be based in Bangkok, Thailand or in Kathmandu, Nepal.

MAIN TASKS AND RESPONSIBILITIES

Working under the supervision of the Regional Director of Asia and Pacific Programme. The Communications Officer’s tasks and responsibilities will include:

- **Planning:** jointly with the regional legal and policy teams, the Asia Pacific Regional Director and in co-operation with the global ICJ communications team, 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; liaise with the global ICJ communications team to ensure effectiveness and coherence of ICJ media work;

- **Management of media and advocacy relations:** develop and maintain a network and database of media contacts in the Asia and Pacific Region, as well as of relevant contacts globally. 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, the Asia Pacific Regional Director and the global ICJ communications team, coordinate the scheduling of any ICJ communications materials in the Asia & Pacific Programme, 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 Programme;
• **Web publishing:** post ICJ media materials, web stories, multimedia and publications 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;

• **Social media:** Maintain and update various social media accounts for the ICJ Asia & Pacific Programme and contribute to global ICJ social media accounts, and feed these accounts, especially with posts promoting ICJ Asia & Pacific’s work posted on the ICJ website. Tweets should not only be in English, but also any other regional languages, whenever appropriate;

• **Management of suppliers and interns:** Manage contacts and liaise with all relevant 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 on safety and security issues relating to ICJ 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 national and partners relating to cybersecurity and related issues;

• **Other duties:** carry out other media and communications related tasks as requested by the Asia Pacific Regional Director including by providing cover or support for others in the ICJ media and communications team as needed

• **Reporting:** for all media and communications matters, reports to the Asia Pacific Regional Director and liaises closely with the global ICJ communications team. For all cybersecurity, operational and administrative matters, reports to the Asia Pacific Regional Director.

**PROFILE**

The successful candidate will have:

**Education and experience:**

• A degree in Communications, Journalism or a related subject;
• 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; and
• A proven knowledge of, and work experience in, cybersecurity.

**Language and computer skills:**

• Spoken and written fluency in English is essential; other languages in Asia is an asset. Proficient in Microsoft Office, content management systems, and social media platforms; and
• Knowledge of Adobe PhotoShop, InDesign, and Illustrator is an asset;

**Other competencies:**

• Ability to think strategically and identify ways to improve communication efforts;
• Understands the best practices of main social media platforms;
• Ability to work quickly and efficiently under pressure, in a complex, dynamic and changing work environment, as part of an international multi-cultural team;
• Ability to manage multiple tasks and to adjust priorities flexibly in response to external events;
• Openness and flexibility, capacity to adapt to changing priorities and needs; and
• Demonstrated commitment to human rights and the rule of law.

The ICJ is an equal opportunities employer and offers a competitive salary package.

APPLICATIONS

The deadline for applications is on 21 February 2022, midnight Bangkok Time. Applications must be addressed with your resume, a cover letter, and names of at least two references to:

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

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. The ICJ is unable to respond to phone enquiries.

The ICJ is committed to the principle of equal employment opportunity and value a diverse workforce. The ICJ's policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel.

Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.