OS01600
FIELD COMMUNICATIONS OFFICER

Level 7

Reports to (Hierarchical)
Field Communications Manager

Reports to (Functional)
Communications Advisor at HQ level

Job Family
Operations

Main Purpose
Contributing to the implementation of operational communication strategy in the mission according to MSF standards. Aiming at building MSF visibility, acceptance and leverage inside the country. Focusing on media alert, local media management and content diffusion.

Accountabilities
a) Media Management

- Under the supervision of the Field Communications Manager, the FCO establishes and maintains regular relations with key local media contacts (journalists, bloggers, photographers, and cameramen).
- He/ she will handle local media requests and contact local media proactively to pitch MSF.
- He/she organizes events for local media (Press conference, Press briefing…). The FCO may act as a spokesperson for local media, particularly in local languages not spoken by members of the field coordination team. **b) Media Alert**
- The FCO monitors local media and flags significant articles, trends, news or reports of importance for MSF or on the context to Head(s) of Mission and Field Communications Manager (FCM).
- He/she produces strategic reports on the local media landscape (key media, audience numbers, political affiliation, ownership, freedom of speech, use of social media) and regularly reports on new developments.
- He/she provides guidance on how to deal with local media at time of crisis. **c) Content Diffusion**
- The FC actively diffuses MSF content in the country in local languages and among local media. If judged applicable, he/ she uses social media (twitter, blogs, Facebook….) to promote this content. **d) Content Production**
- The FCO supervises the production of local communication tools and products (leaflets, brochures, posters, radio spots, articles, photos, videos) according to local strategy and budget.

- In particular, he/she will help identify the right communications tools and will adapt/translate communications materials to targeted local audiences**e) Internal Communication**
- The FCO will help in promoting MSF external communications principles and material towards the national staff (Why does MSF communicate, what does MSF communicate about, how does MSF communicates) although it is his not his/her prime responsibilities.
- He/ she will sensitize national staff about potential external communications risks.
- If need be he/ she can edit the production of internal communication tools (newsletter, etc.) under the supervision of the FCO.
- When applicable the FCO will provide communication training for other staff.**f) Reporting**
- The FCO will participate in communication data-collection and reporting as required

Education
Essential: degree in Journalism, Communications or related university degree.

Experience
Essential: previous working experience of at least two years in communications, journalism or public relations in the country. Essential: previous working experience in dealing with media in the country.

Languages
Proficiency in mission language(s) essential (mostly English, French or Spanish). Excellent command of local languages in the mission country.

Knowledge
Excellent writing skills Thorough knowledge of traditional media and good understanding of social media Good networking and media relations skills Essential computer literacy (word, excel and internet) Outgoing personality, good balance between initiative and working in a team.

Generated at 2024-04-25 18:03:17 +0000

© 2024 MSF International