

Vacancy announcement

Position	Projects Communications Officer	Starting date	1st July 2023
Location	Paris 9 th arr., HQ, France	Type of contract	CDI (French open-end contract)
Contract duration	Open-end	Security Risk Level	Calm (1/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 5,900 national staff 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

ACTED's headquarters' (HQ) role is to coordinate the organization's interventions at global scale. Today the HQ is composed of more than 100 people in the HR, Finance, Programs, Audit, Security, Logistics & Systems and Communication departments. These departments provide support to the missions on the field (in 39 countries).

Key roles and responsibilities

Reporting to the Director of Grants Management, the Projects Communications Officer assumes primary responsibility for planning, developing and implementing communication tools and materials to promote ACTED's programmes and projects with the aim to contribute to ACTED's visibility towards external audiences, in line with ACTED's funding partners' requirements. This will be done through constant liaison with ACTED field teams to gather, review and publish project related communication materials, as well as provide support to field teams in developing project specific communication & visibility plans, based on lessons learned capitalized from project related communication activities. The Projects Communications Officer will also support the development of programmatic communication materials at HQ / global level, and will work in close collaboration with the 3Zero Communications and Mobilization Department, in particular to identify appropriate content from ACTED that can be used for 3Zero purposes.

1. Country and project-related communication and visibility

1.1. Provide support to field teams in developing project specific communication & visibility materials

- a) Assist the Project Development Department at field level to develop appropriate communication and visibility strategies, plans and activities incl. corresponding budgets for relevant projects;
- b) Support and guide field teams in the implementation of project-related communication and visibility activities based on best practices and lessons learned in the past;
- c) Support field teams to draft project-level advocacy materials;
- d) Capitalize and establish lessons learned on project communication activities and make sure those are shared with relevant people;
- e) Support teams in the field in the timely and quality production of country programming/project print and web communication materials such as newsletters, brochures, leaflets, banners, flyers, kakemonos, etc. in compliance with ACTED standard templates and visibility guidelines.

1.2. Follow-up on project-related communication in compliance with donor requirements

- a. Review, gather and edit project-related articles, press releases, human interest stories, audio-visual content (pictures, videos) and other information materials required in the framework of the projects in line with ACTED editorial line, communication objectives, standards and requirements;
- b. Contribute to updating and feeding the ACTED communication tools such as website and social media (Facebook, Twitter, Instagram, LinkedIn, Youtube in close coordination with the 3Zero Communications and Mobilization Department and in line with ACTED editorial line, communication objectives, standards and requirements
- c. Maintain an up-to-date inventory ("TITANIC") of contractual project communication and visibility activities/requirements and systematically follow-up communications and visibility activities/ requirements for above standard communications projects, in close coordination with the Grant Management Team at HQ level
- d. Alert the Line Manager in case of non-compliance with ACTED standards or missed timeline / delayed communication activities endangering the outputs of the project
- e. Archive project related communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc. in the relevant project folder on the server
- f. Support field teams where needed to collaborate with international media and high profile guests/visitors by organizing project site visits including background materials, briefs and information kits as well as support on travel planning and administrative arrangements as required in close link with relevant HQ departments and country coordination

2. Support on Communication activities and ACTED Programming Communication



- a) Closely collaborate with and support the 3Zero Communications and Mobilization Department in identifying relevant communication and visibility content/material received from the field that can be used for 3Zero purposes;
- b) Develop and edit ACTED programming communication materials such as capacity statements, briefing notes, articles, supplements, Human Interest Stories, picture stories, videos, etc.;
- c) Support the development and editing of the ACTED annual report in liaison with the 3Zero Communications and Mobilization Department

3. Other

- a) Participate in weekly editorial coordination meetings with the 3Zero Communications and Mobilization Department to ensure consistency with ACTED editorial line and agree together on (thematic) priorities as well as tools to be used;
- b) Monitor and evaluate impact of communication and visibility materials to target audiences in liaison with the 3Zero Communications and Mobilization Department;
- c) Support the organization of special events (conferences, meetings, forums, etc.) as required
- d) Any other tasks requested by the Line Manager, in particular regarding support to the 3Zero Communication and Mobilization Department

Required qualifications and technical competencies

- 1-2 years previous work experience in a communication position in an NGO
- Knowledge of a creation software such as Adobe Illustrator
- Strong oral and written communication skills in English & French
- Strong coordination and interpersonal skills
- Ability to work in a multicultural and fast-paced environment
- Ability to work autonomously

Conditions

- Salary defined by the ACTED salary grid depending on education level and experience (2100 – 2300 euros net per months)
- Medical insurance, food vouchers (“tickets restaurant”) and 50% coverage of transportation costs.

How to Apply

Please send your application including cover letter and CV to jobs@acted.org under **Ref: COMO Projets/HQ**