

*The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with 190 member National Societies. As part of the International Red Cross and Red Crescent Movement, our work is guided by seven fundamental principles; humanity, impartiality, neutrality, independence, voluntary service, unity and universality.*

Title: **Communications Officer**

Location: **Athens**

Type of Contract: **Fixed Term with possibility of Extension**

Application Deadline: **21 October 2016**

**Due to the nature of the operations, Applications will be processed as they come and the position maybe filled before the above deadline.**

**General:**

The largest movement of displaced people through Europe's borders since World War Two occurred in 2015. During that year, 1.1 million crossed into Turkey, and one million migrants made a dangerous journey across the Mediterranean. Around 850 000 crossed via Turkey to Greece. This year, in 2016, several thousands of migrants arrived in Greece and have been unable to travel on through Europe because of closed borders with neighbouring countries.

**ROLE PURPOSE:**

- Working within a highly focused small team, the Communications Officer will work closely with the emergency communications delegate, providing writing, editorial, strategic, creative and operational support across the breadth of Red Cross' humanitarian operation supporting migrants and refugees in Greece. She or he will play a key role in ensuring our communications are both influential and informative for the full range of our stakeholders.

**Key Responsibilities:**

- Draft, edit and distribute materials for the press, donors, partner and internal audiences
- Field inquiries from stakeholders including journalists, donors and service users
- Develop, manage, update, write content for website and social media
- Maintain and monitor social media accounts
- Support the implementation of a social media strategy
- Contributing to the development of new online resources and projects
- Maintain library system for audio visual materials, press cuttings, monitor cuttings and report
- Help market and communicate events

- Compile and circulate news summaries
- General admin duties as required
- Plan/create multi-media communications materials

**Requirements for the Role:**

- At least a Bachelor's degree in Social Science/Mass communication
- At least 3 years of professional work experience in media and/or executing communication activities, preferably in development programmes (and NGOs?)
- Ability to work in a team and to sometimes tight deadlines in a dynamic and fast-paced work environment
- Very good mastering of Greek and English (both verbal and written)
- Knowledge of and experience with media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Ability to communicate with people outside the organisation, representing the organisation to media, the public, government, and other external sources.
- Ability to create new ideas, relationships, systems, or products, including creative contributions
- Proficient in use of computer applications related to the tasks
- Experience of working with local NGOs, INGOs and government bodies would be an advantage

**Application Forms**

Interested candidates should send **English CV and Cover letter** to the following e-mail address: [hr.greece@ifrc.org](mailto:hr.greece@ifrc.org) Please mention the Position Title in the subject of the e-mail.

**Only candidates who have valid work permits will be shortlisted; if they fit the other criteria.** **All CVs will be treated with strict confidentiality**