

Communications Officer

Place of work	Basel, Switzerland
Employment rate:	60-80%
Start date:	Ideally 1 March 2018, or as soon as possible
Contract type:	1-2 years, with possibility of transformation into an open-ended contract

Basel Institute on Governance

Headquartered in Basel, Switzerland, with presence also in Kenya, Malawi, Peru and Tanzania, the Basel Institute on Governance is a not-for-profit anti-corruption organisation specialised in corruption prevention and public governance, compliance and Collective Action, criminal law enforcement and the recovery of stolen assets. Our international and multi-disciplinary team of experts works around the world with partners in the public and private sector providing technical assistance and capacity building, teaching and conducting applied research. The working language of the Institute is English.

Responsibilities

The Communications Officer (CO) is a member of the Basel Institute's Resources and Operational Support/Administration division, operating under the supervision of the Head of Operations. The candidate will be responsible for supporting the Institute in meeting its external and internal communications needs and assist with outreach and public relations for promoting the Institute's global program of work.

The candidate is expected to be able to compose different types of texts based on keywords, own research and/or following a briefing from a member of the management group (i.e. Heads of the Institute's key operational/thematic divisions). These texts and materials will vary in length and content and will be used for a variety of communication channels (annual report, website, twitter, the press, intranet, brochures, etc.) and for different audiences, including print media, the public, partners, donors, prospective clients as well as staff of the Institute. The candidate must be capable of writing perfect English in style and format appropriate to the recipient audiences.

The candidate must furthermore have demonstrated experience with, and enthusiasm for the use of modern communication tools, including social media, to ensure that the Institute applies a cutting-edge, fresh and effective approach to sharing information adjusted to different audiences. Ideally, s(he) also has a flair for creating visual effects and designs, including informative graphics, to support and reinforce the production and messaging of such written material and information products.

Specifically the work of the CO will support:

- **Promotional and public relations**
 - Coordinate, write and disseminate the Institute's narrative annual report
 - Coordinate, draft and distribute a quarterly newsletter for the entire Institute
 - Draft and produce communication, promotional and other types of outreach materials
 - Coordinate the launch of new publications, reports, and other resource tools and products
 - Provide occasional editing support to departmental documents (tender/project proposals, concept notes, operational reports and other program documents) to ensure language and formatting correctness in line with the Institute's style guidelines
- **Digital and social media**
 - Maintain and promote the Institute's web/internet platforms to ensure accurate and current content
 - Promote the Institute's social media presence to increase visibility and expand networks

- **Media**
 - Maintain and implement a coherent media strategy, identifying new local and international media and PR opportunities
 - Serve as first point of contact for media inquiries and foster relationships with key journalists
 - Draft press releases and coordinate their dissemination
 - Assist with planning and implementing media and PR events, including press conferences
 - Maintain the Institute's media contact database
- **Internal communications**
 - Oversee, and if necessary, further develop, and maintain internal systems of information sharing as required by the Institute's team and in line with expectations of the Institute's management

Skills and qualifications

(S)he should have:

- A university degree in communications, media relations, journalism, publishing or similar and a minimum of 3-5 years of work experience in communications or similar at national and/or international level with a proven track record of delivering effective communications campaigns preferably in a NPO/NGO environment
- Or, a background in international relations, development studies, law or other relevant university degree and simultaneously significant practical communication experience
- Excellent written and oral English skills; proficiency in other languages, including German or an official UN language is an advantage
- Advanced working knowledge of MS Office (Word, PowerPoint, Excel); basic design and layout skills, and experience in photo editing (Adobe Photoshop) and publishing software (Adobe InDesign) are an advantage
- Experience in authoring articles in a content management system driven website (Drupal) as well as advanced knowledge of social media services (Twitter, Facebook, LinkedIn) is an advantage.

(S)he should be:

- A self starter with a proactive approach to solving multifaceted communication challenges
- Outgoing and self-motivated, and capable of working under pressure, with flexible and often quickly changing priorities, and a real interest in working in an international team

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please send your written application (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in one PDF file), at your earliest convenience, but no later than **7 January 2018** by email to: **application@baselgovernance.org**

For further information, please contact Ms Andrea Poelling, Head of Operations, Basel Institute on Governance (andrea.poelling@baselgovernance.org).