

ICBL-CMC Job advertisement: Media and Communications Officer

Position title: Media and Communications Officer

Location: Geneva (negotiable)

Type of contract: Full-time

Closing date for applications: 18 October 2023

The International Campaign to Ban Landmines-Cluster Munition Coalition (ICBL-CMC) seeks a creative, energetic, and well-organized individual with a commitment to humanitarian disarmament to serve as its Media and Communications Officer. The Media and Communications Officer will be responsible for the development and execution of the ICBL-CMC's media and communications strategy for effective, innovative, and timely dissemination and promotion of ICBL and CMC research, advocacy messages, and activities reports. The ideal candidate will have experience in engaging and inspiring a variety of multi-cultural stakeholders, from the general public to policymakers.

The position is full-time, and the post holder will report to the ICBL-CMC Director. Salary is commensurate with experience and qualifications. The ICBL-CMC is an equal opportunity employer, and we encourage persons of all backgrounds to apply. The preferred location is Geneva, but other locations may be considered.

The primary responsibilities of the position include:

- Develop and oversee implementation of the ICBL-CMC global media and communications strategy to ensure research and advocacy messages are effectively and regularly communicated to a wide range of audiences
- Initiate and develop public campaigns that support advocacy objectives of ICBL-CMC
- Produce engaging and innovative text, photo, video, and other content for ICBL-CMC digital platforms, and ensure regular and timely updates
- Oversee all content development and maintenance of the ICBL-CMC website, in collaboration with the Landmine and Cluster Munition Monitor Manager
- Serve as principal point of contact for media and spokesperson for ICBL and CMC on global advocacy matters, in coordination with the ICBL-CMC Director
- Translate policy and advocacy documents into easily communicable language to general public through targeted media outreach at national and international level
- Promote ICBL-CMC advocacy messages, research products, events and engagements, including press conferences
- Develop novel and creative ways of spreading findings and messages to keep the public and key stakeholders aware of and engaged in priority ICBL-CMC advocacy issues.
- Ensure regular communication and distribution of information, resources, and advocacy tools to ICBL-CMC membership

- Establish and maintain contacts with journalists and media at national and international level
- Oversee drafting, production, printing, and dissemination of ICBL-CMC Annual Report and contribute to other narrative reports to donors
- Provide other writing and editorial support to Director and other staff, as needed.

Desired qualifications:

- A bachelor's degree in journalism, communications, international relations, or a related field
- A minimum of five years' experience in media and communications roles, preferably in the NGO sector
- Excellent writing and editing skills in English, with additional languages an asset
- Experience developing a range of innovative media, communications, social media, and other online campaigning tools for audiences of different ages, backgrounds, and abilities
- Ability to produce clear, concise and appealing messages and materials on tight deadlines
- Experience in organising events and the production of outreach materials (leaflets, publications, videos, social messaging)
- Proven communication and interpersonal skills with multi-cultural, multi-lingual stakeholders
- Proactive mindset and willingness to propose solutions and take initiative
- Strong time-management and organizational skills, with a keen attention to detail
- Available to travel and to participate in international meetings
- Excellent computer skills including advanced knowledge of the Microsoft Office products and photo and video editing tools
- Experience managing and updating websites in various CMS platforms
- Creativity, flexibility, and an interest in learning new skills
- Knowledge of landmines and cluster munitions issues highly desirable.

How to apply: Please send a detailed cover letter, CV, and two examples of recent communications-related work (press release, article, video, etc.) to jobs@icblcmc.org by **18 October 2023**. In the subject line, please mention the position for which you are applying. Please note that only short-listed candidates will be contacted.

About the ICBL-CMC:

The ICBL-CMC is a global civil society network dedicated to putting an end to the suffering caused by antipersonnel landmines and cluster munitions. We seek to prevent all use, production, and trade of these weapons, and to ensure stockpiles are destroyed. We call for efficient clearance of all landmines, cluster munitions and explosive remnants of war; and we want to see the fulfillment of victims' rights and needs. To this end we monitor, analyze, and report on the progress of the 1997 Mine Ban Treaty (MBT) and the 2008 Convention on Cluster

Munitions (CCM) and advocate for universal adherence to, and implementation of, these conventions.

ICBL-CMC members, including victims of landmines and cluster munitions, take action in around 100 countries. We work in an inclusive manner with these member organizations in a coordinated and flexible network supported by a small team of staff and consultants. The ICBL received the Nobel Peace Prize in 1997 for its work to bring about the Mine Ban Treaty.

Further information on the ICBL-CMC is available at <http://www.icblcmc.org/>.