Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

Communication Officer based in Pattani

The position holder will have the following responsibilities:

Job purpose:
- The Communication Officer contributes to designing, planning and implementing communication projects and activities in coordination with the management of the structure in Pattani and the Communications Manager in Bangkok. S/he contributes to representing the ICRC externally and building the necessary understanding and acceptance of and support for the ICRC among stakeholders.

Accountabilities and responsibilities:
- Contributes to defining communication objectives, strategies and plans of action for the structure covering the Southern Border Provinces (SBPs) in line with the field structure’s priorities and/or the delegation’s communication strategy.
- Produces content (features stories, photos, content for social media, audio-visual material, and others) to be used for communication/public communication purposes aiming at enhancing the image and acceptance of the ICRC in the SBPs, in close collaboration with the communication team/Communications Manager in Bangkok and under the supervision of the Head of structure for the SBPs.
- Develops/updates presentations about the ICRC and the different activities in the SBPs to be used by COM and by other departments.
- Manages the print production needs of the different departments in close coordination with the print production officer in Bangkok.
- Oversees the stock management of publications and promotional items and ensures that requisition orders are placed in time and to budget.
- Is the focal point for the Field Production Book in the structure thus in charge of planning the yearly print/promotional items consumption of the different departments in the structure, in coordination with the print production officer in Bangkok.
- Produces high quality translations from English to Thai and vice-versa for various ICRC texts as per the needs of the structure, in close coordination with the Language Specialist in Bangkok.
- Interprets from and into Thai to support communication programmes when needed.
- Drafts letters or needed documents both in English and Thai using the appropriate ICRC terminology.
- When needed, contributes to developing tools for operational communication, community engagement, public and digital communication or other COM programmes to be implemented in the SBPs.
- Supports the Head of Structures and/or Communication Manager as well as the operational departments in the structure in networking with relevant stakeholders for access/acceptance & trust issues, and represents the ICRC to various audiences.
- Networks with media present in the SBPs to build the relationship, explain the role and activities of the ICRC in the SBPs and enhance the visibility of the ICRC in the SBPs.
- Supports the Environment Scanning officer based in Bangkok in monitoring political, security, military and humanitarian developments, as well as other issues relevant to ICRC’s reputation/perception and capacity to operate in the SBPs.
- Supports communication-related training for the staff members in the SBPs.

General duties:
- Understands and adheres to the seven Fundamental Principles of the International Red Cross and Red Crescent Movement
- Understands and adheres to the ICRC Code of Conduct
- Understands the roles of the components of the International Red Cross and Red Crescent Movement
- Respects and observes staff regulations and security rules at all times
- Represents the ICRC in a professional manner at all times
- Develops and maintains a pleasant and conducive working environment with colleagues and line managers
- Performs all duties with the highest level of confidentiality in the interest of the employees and the ICRC
- May be asked to perform tasks not covered in this job description and to provide support to other departments when necessary

Your education and experience:
- University degree or equivalent in communications, journalism or public relations.
- Fluent spoken Thai & English.
- Excellent writing skills in Thai & English.
- Computer skills (proficiency with MS office); familiarity with digital communication tools.
- Certificate in interpretation or translation an advantage.
- Minimum 3 years’ work experience in a field relevant to communication or journalism (preferably in an international organization).
- Field experience an advantage.
- Knowledge of international humanitarian law or related fields an asset.
- Sound knowledge of the political, social and media environment in Thailand and the Southern Borders Provinces.

We offer:
- Dynamic and challenging work environment in the humanitarian and international context
- A competitive salary with benefits with initial one-year of employment contract.

Preferred starting date: ASAP

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as salary expectations, by email only to: ban_recruitment_services@icrc.org (specify position name at your email title) Attn: Human Resources Department

Deadline for applications: 19 April 2019

Kindly note that only short-listed candidates will be invited for the interview.