ACTED endeavors to respond to humanitarian responsibility, notably:

- To promote ACTED’s projects with the aim to contribute to ACTED’s visibility towards external audiences, in line with ACTED’s funding partners’ requirements, notably:
  - Provide support to field teams in developing project specific communication & visibility materials, and follow up on project related communication implementation, in compliance with donor requirements.
  - Support in the development of global programmatic communication materials, in collaboration with field teams and the 3Zero Communications and Mobilization Department.

A) Country and project-related communication and visibility

- **Provide support to field teams in developing project specific communication & visibility materials**
  - Assist the Project Development Department at field level to develop appropriate communication and visibility strategies, plans and activities incl. corresponding budgets for relevant projects;
  - 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;
  - Support field teams to draft project-level advocacy materials;
  - Capitalize and establish lessons learned on project communication activities and make sure those are shared with relevant people;
  - 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.

- **Follow-up on project-related communication in compliance with donor requirements**
  - 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;
  - 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;
  - 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;
  - Alert the Line Manager in case of non-compliance with ACTED standards or missed timeline / delayed communication activities endangering the outputs of the project;
  - 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;
  - 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.
B) **Support on Communication activities and ACTED Programming Communication**

- 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;
- Develop and edit ACTED programming communication materials such as capacity statements, briefing notes, articles, supplements, Human Interest Stories, picture stories, videos, etc.;
- Support the development and editing of the ACTED annual report in liaison with the 3Zero Communications and Mobilization Department

C) **Other**

- 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;
- Monitor and evaluate impact of communication and visibility materials to target audiences in liaison with the 3Zero Communications and Mobilization Department;
- Support the organization of special events (conferences, meetings, forums, etc.) as required
- Any other tasks requested by the Line Manager, in particular regarding support to the 3Zero Communication and Mobilization Department

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**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; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free food and lodging provided at the organization's guesthouse
- Transportation costs covered, including additional return ticket + luggage allowance Provision of medical, life, and repatriation insurance

**How to Apply**

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