Job Vacancy: Communications Coordinator

Job Title: Communications Coordinator
Department: Programmes
Line Manager: Senior Programme Officer
Location: Erbil and (extensive travel inside Iraq)

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide. MAG is co-laureate of the 1997 Nobel Peace Prize and has been operating in Iraq since 1992. MAG has extensive experience and longevity in Iraq and delivers diverse programmes across emergency and development response projects, including support, training, and collaboration with national NGOs.

Overall purpose of the job:-

The Communications Coordinator leads on the development of engaging and informative communications products for donors, NGO community, the public and staff, under the direction of the Senior Programme Officer.

Main Duties and Responsibilities:-

• Communications:-
  ➢ Lead the development of communication products such as case studies, photographs and captions, narratives for reports/updates and social media content – requiring frequent travel to operational bases and work sites.
  ➢ Advise, and deliver, on the identification and collection of information on projects for internal and external communications/engagement.
  ➢ Edit content provided by Operations and Programmes staff for use with donors, the public and staff.
  ➢ Work with the Senior Programme Officer (SPO), Programme Officer/s (PO) and Communications & Grants Officer (CGO) to develop high quality social media posts, web content and other external relations materials for use by MAG headquarters.
  ➢ Manage MAG’s engagement of local media related to the organisation’s work and key mine action issues, in agreement with the SPO and/or senior management team members.
  ➢ Provide day-to-day guidance and capacity building of the Communications & Grants Officer in communications related tasks.
  ➢ Travel to operational bases to build the communications capacity of technical staff to deliver good quality images, story ideas and information on work completed or in progress.
  ➢ Lead the development of a regularly circulated internal situation report to staff.
  ➢ Translate documents to and from English, Arabic and Kurdish.

• Information Management:-
  ➢ Lead on the soft file organisation of images, captions, communication outputs and other resources.

• Other Duties As Assigned :-
  ➢ Act as key liaison with communications staff at MAG headquarters, as appropriate.
  ➢ Act as an ambassador for MAG, promoting its ethos and mission statement.
  ➢ Undertake any other duties appropriate to the post as may be required by SPO or programme management team.
Work within the framework of MAG’s core values; adhere to all MAG policies and procedures and in compliance with MAG’s equal opportunities policy.

Selection Criteria:
Requirements:
- Experience in journalism, communications (interviewing, writing/developing engaging human stories), photography, public relations*
- Excellent written and spoken English, Kurdish and Arabic
- Excellent organisational skills with the ability to coordinate activities
- Strong photography skills
- Experience using Adobe Creative Suite, e.g. InDesign
- Good literacy, numeracy and IT skills (e.g. Microsoft Word, Excel, Outlook and Powerpoint)
- Ability and willingness to undertake routine administrative tasks

*Only applications with clearly outlined experience in journalism or communications will be considered.

Essential aptitude:
- Highly motivated, creative and proactive with an analytical and solution-oriented approach
- Excellent communication and interpersonal skills
- Attention to detail and commitment to high quality standards
- Willingness to travel frequently to operational bases and work sites regularly, including overnight(s)
- Ability to establish effective working relationships at all levels internally and externally
- Ability to meet deadlines and work calmly under pressure

Desirable:
- University degree in journalism, communications, English language, international development or international relations
- Experience working for an international NGO
- Experience engaging donors and the public
- Experience developing communication products, including reports, briefings, captions, case studies and social media content
- Experience managing staff
- Experience using Adobe Creative Suite, e.g. InDesign
- Knowledge of international humanitarian development needs and related issues

Application procedure for the position:
- All candidates interested in applying for this position should send their updated CV, in English, to this email Jobs.IQ@maginternational.org
- The candidates who do not specifically outline their journalism or communications experience or meet the selection criteria will not be considered.
- All applicants must mention the job title (Communications Coordinator) in the subject line of their email; applications with no job title in the subject line may not be considered.
- Due to high volume of applications, only the short-listed will be contacted for interview.
- MAG is an equal opportunities employer; women are highly encouraged to apply.
- Closing date for applications is Saturday 8th June 2019; late applications will not be considered.