



Post Title: Programme Officer – Advocacy and Communications

Reports to: Senior Specialist – Advocacy and Communications

Duty Station: Geneva

Date issued: 4 May

Closing Date: 25 May

Level: Work level: 2

Career step: 3

Purpose:

- To produce communications materials, through original creation and editing of other's drafts.
- To support the Senior Specialist – Advocacy and Communications in the shaping and roll-out of GAVI messaging.
- To help ensure consistent application of house style and add value to the quality of communications.
- To support the collection, interpretation and use of data and editorial information.

Key results expected:

- Production of quality communication materials reflecting consistent voice and branding.
- Facilitating consistently high standards of GAVI external communication products across the Secretariat and, as appropriate, Alliance partners.

Main duties/responsibilities:

- Write for publication and speeches.
- Repackage communications materials for use in different media (print, web, power point presentation, etc.).
- Produce power point presentations and accompanying speaking points.
- Edit and review scripts, text and draft presentations.



- Support Senior Specialist in providing editorial and communications advice to colleagues.
- Support Senior Specialist in development and promulgation of new messaging.

Minimum requirements:

Academic:

- University degree in relevant field or equivalent experience

Experience:

- 3 years experience writing and editing communication materials, including for printed publication and for live presentation.

Skills/Competencies:

- Strong writing and editing skills, with appreciation of different styles appropriate to different media and audiences.
- Knowledge of advocacy and communications strategic approaches.
- Capacity to turn data into messages and to synthesise information quickly.
- Skills in power point presentation communications (or capacity to quickly acquire same).
- Eye for detail and commitment to accuracy.
- Knowledge of public health and/or development issues would be a distinct advantage.
- Cross-cultural communication appreciation.
- Very good interpersonal skills and ability to work with others in a multicultural environment.
- Ability to work under pressure and meet deadlines.

Languages:

- Excellent written and spoken English skills. Other languages an asset.

Remuneration:

Competitive

Remarks:

Please send your application directly to: recruiting@gavialliance.org by the closing date and mention 'Programme Officer - Communications' in the subject of the email. Only short listed candidates will be contacted.