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**Médecins Sans Frontières Australia**

**Job Description**

**Position Publications and Promotion Coordinator**

**for ‘The Speaking Out Case Studies’,**

**MSF’s humanitarian history project**

**Location Sydney (preferred), Europe (possible).**

**Occasional international Travel**

**Reporting to Head of Advocacy and Public Affairs**

**Status Full time / Initial 2 year contract**

**Objectives**

To provide editorial production coordination and support to ensure the [Speaking Out Case Studies (SOCS)](http://speakingout.msf.org/) products are produced on time and to a high-standard and to ensure effective promotion and dissemination of the case studies and related materials.

**Speaking Out Case Studies**

A series of studies from Médecins Sans Frontières that openly examine and analyse the organisation’s actions and decision-making process during humanitarian emergencies that have led it to speak out. These case studies were originally designed as an educational tool for associative members of the organisation. With the hope of broadening their educational scope the studies are now being made available to academic partners whilst also being disseminated internally with a renewed phase of promotion.

The studies are produced by the Director of Research along with her research assistant in Paris, whilst the project management, internal and external (academic) engagement activities are now run from MSF Australia, in Sydney.

**Overall Responsibility**

The Publications and Promotion Coordinator will play a pivotal role in ensuring effective promotion and dissemination of Medecins Sans Frontieres’ Speaking Out Case Studies, whilst ensuring publication quality and timing targets are met.

The role requires someone with a passion for understanding the richness of Medecins Sans Frontieres’ (MSF’s) humanitarian history and the importance of this history as a resource for academic and practical reflections on humanitarian practice.

The Publications and Promotion Coordinator will join a small team of researchers and project managers [supervised by a project manager and a director of research], to promote MSF’s humanitarian history to help contribute to the quality of MSF’s current humanitarian operations.

The role requires work in both oral and written French and English and the willingness and capacity to travel (perhaps up to three times a year) between Australia and Europe. A Sydney based candidate is preferred but consideration will be given to applicants from Europe who are willing to travel to Sydney and those who need some flexibility to work remotely.

**Main tasks and responsibilities**

**Publishing**

       Plan the update of the [SOCS website](http://speakingout.msf.org/) together with the SOCS research team.

       Liaise with digital contractors to ensure timely and -quality delivery of website upgrade.

       Manage ongoing updating of SOCS website and publication of SOCS products.

       Collaborate with the MSF-Australia Communications department to establish productive ongoing relationship.

**Production**

       Establish excellent working relationship with the Paris research team to facilitate smooth production coordination and ongoing liaison.

       Liaise with transcribers and translators, to ensure timely and accurate reports.

       Support translation editing, in liaison with the SOCS researchers.

       Liaise with designer on layout and printing of the Speaking Out Case Studies.

       Proof reading final reports.

**Promotion**

     Conduct/support market research within MSF to develop an internal engagement plan for SOCS.

     Support the promotion of new SOCS products in MSF hubs (requiring some international travel).

     Publish SOCS products on dedicated website

    Together with the SOCS director of research and external partnerships manager,

plan and implement a SOCS promotion strategy including media, digital, social media, as well as internal and external events.

     Liaise with MSF communication departments regarding SOCS promotion.

     Liaise with MSF operations and training units to explore use of SOCS during field and HQ training events.

**Selection Criteria**

The successful candidate will have a solid broad background in communications and/or PR including some experience of coordinating and otherwise working with digital communication platforms. The role will require the successful applicant to become a passionate promoter of the SOCS material and so strong interpersonal communications ability will be a high priority, as well as with some background in humanitarian work or related academic discipline.

**Essential Skills & Experience**

* Written and oral fluency in English and French
* Excellent writing and editing skills
* Website CMS experience, website oversight experience.
* Excellent interpersonal communication skills
* Knowledge of humanitarian operations
* Demonstrated experience of managing multiple key stakeholders

 **Desirable Skills & Experience**

* Knowledge of or experience with MSF
* Tertiary qualification in journalism, communications or related field
* Academic understanding of humanitarian dilemmas
* Experience in a humanitarian communications role
* Website design skills
* Experience in event management and promotion
* Experience producing reports and publications

**Applications**

Applications MUST address individual selection criteria. You should also write a cover letter indicating why you want to work for MSF Australia and attach a copy of your CV.

Please note that a criminal record check will be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for.

Applications & enquiries to officerecruitment@sydney.msf.org

 **Closing date: Sunday 21 January 20018.**