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## OC00500

### REGIONAL COMMUNICATIONS COORDINATOR

Level 12

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#### Reports to (Hierarchical)

Head of Mission

#### Reports to (Functional)

International Office, Coms Coordinators Platform

#### Job Family

Operations

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#### Main Purpose

Being the MSF regional focal point for media in order to generate a better understanding of MSF's operations and to raise awareness about humanitarian crises in the region. Acting as a regional coordinator and adviser for MSF sections' on communication strategy, advocacy when need be and effective management of crisis communications in particular related to security incidents. In case of an emergency the RCC is the first responder and provides support to field coms teams in the region.

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#### Accountabilities

##### 1. Media management in the region

- Serve as the MSF media focal point in the region. Build and maintain a performant and strategic network with regional and international media and correspondents
  - Profile MSF's work, projects, and concerns on humanitarian crises in the region among regional and international media. Advise on media opportunities and flag best dissemination strategies for getting MSF communication covered by correspondents.
  - Support MSF press officers in correcting errors in reporting or and advise in developing strategies and ways of correcting misrepresentation in media.
  - Facilitate and Organize press briefings for international and regional press
  - Facilitate journalists' field visits to MSF projects and pitch key issues / projects to journalists.
  - Act as a spokesperson for MSF communication if need be
  - Coach MSF spokespeople and provide media training for any field staff dealing with the media in the region
  - Be available to act as emergency press officer and crisis info focal point during emergencies /crisis/incident in the region. Be able to deploy and provide strategic communication support during the first days of a new emergency or a crisis situation in the region either in situ or by proxy. Prepare in terms of set up for the arrival of an emergency field com officer.
- ##### 2. Strategize and coordinate MSF communication efforts in the region
- Maintain an "early warning system" on regional issues and news. Monitor major media trends for specific locations and provide this analysis to MSF heads of mission and communication staff.

- Coordinate the development of communications strategies in the region and support communication advisers/field staff to develop and drive through intersectional strategies and agreements.
  - Liaise with MSF field communications officers in the region to provide support and enhance coherence and output of MSF communications on specific issues and themes.
  - Provide communications advice on regional issues: advise the field on specific communications issues relevant for the region.
  - Timely flagging of communications opportunities and risks (that may require reactive support).
  - Advise on public positioning in relation to key issues.
  - Provide analysis on how other organisations communicate on key issues and provide insight into their public agendas; networking with communications officials of UN/other agencies and NGOs based in the region.
  - Liaise with the HAART and MSF advocacy representatives in the region to increase synergy between bilateral efforts and public comms initiatives in the region.
  - Represent MSF in regional representation forum (related to public communication) and relay MSF concerns, priorities
- 3. Other tasks in support to communication content in the region**
- Facilitating the identification + recruitment of cameramen and photographers in the region.
  - Provide information/data to the MSF com network related to MSF operational projects, presence in the region.
- 4 Establishing Communication Unit**
- The Regional Communication Officer will be responsible for the set-up of a communication /Unit/office in the place where He/she is located.
  - He/she may recruit and supervise the work of a regional communication assistant (s) who will be placed under his/her responsibility (assigning tasks, overseeing quality of work, proceed with evaluation).
- 5. Place within the organisation / Portfolio**
- The RCC is responsible for the management of the annual regional Communications budget
  - The Regional Communication coordinator is an intersectional position that seeks to facilitate public communication for all MSF sections. In order to do so he/she is in permanent contact with the Communications teams in the OCs and with the Heads of Mission. Regular visit to the field teams will be compulsory.

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## Education

Essential: degree in Journalism, Communications, Humanitarian affairs, Political Sciences or related university degree

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## Experience

- Essential: previous working experience of at least **-5** years in communications, journalism or public relations.
- Essential: previous working experience in media management, coordinating communication strategies notably at time of emergencies/crisis and content production
- Essential: experience with MSF or other international NGOs in developing countries
- Key (experience?) interest in the region and in humanitarian related matters
- Previous experience in overseas work
- Excellent management and communication skills, outgoing personality, good representation.
- Desirable: Social media skills

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## Languages

- English
- Regional language (s) an asset-

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## Knowledge

Essential computer literacy (word, excel and digital media)

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## Competencies

- Strategic Vision
  - Leadership
  - People Management
  - Planning
  - Teamwork
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