



Inter-Parliamentary Union

For democracy. For everyone.

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JOB PROFILE

Communication Manager Communication Unit Geneva (Switzerland) Grade P4

Organizational Setting and Reporting Relationships: Within delegated authority from the Secretary General, the Communication Manager is responsible for developing and implementing the IPU communication strategy. He/she will manage a small team of 4 staff and several consultants.

Responsibilities: The Communication Manager:

- Reviews and if need be revises the current IPU communication strategy, including the social media strategy, oversees and coordinates its implementation in collaboration with the various units in the Secretariat; ensures a single coordinated and coherent message from and corporate identity for the IPU; works closely with the President and senior political leaders of the IPU, as well as the heads of organizational units for that purpose; takes direction from the IPU Secretary General; manages the Communication Unit.
- Plans, supervises and manages public information products, advocacy and outreach activities of the IPU, draws up and implements the budget for those activities; leads and directs a team of communication staff, plans and allocates staff assignments, coaches, mentors and evaluates staff;
- Oversees and supports the Web team for the on-going development and maintenance of the IPU Website that serves the needs of parliaments worldwide and is accessible to a wider public; coordinates with a team of colleagues in all organizational units of the Secretariat that will provide input to the website and help ensure it is updated on a daily basis, supervises the IT Officer in order to create synergies between the IT and Web teams; oversees the ongoing development and use of social media by the Secretariat.
- Implements a media relations policy that takes into account the development of social media and provides services to traditional media and assists parliaments in particular on the occasion of major IPU meetings and other activities;
- Coordinates the production of the annual report and other publications on the work of the IPU; writes articles and op-eds for submission to major international dailies and weeklies; major speeches for the IPU President and the Secretary General.
- Acts as spokesperson for the Secretary General of the IPU, chairs press conferences, responds to queries from national and international media and gives interviews upon request on behalf of the IPU Secretary General.

Work implies frequent interaction with the following:

- IPU Secretary General and President
- Secretariat Staff
- Member Parliaments

Competencies:

- Professionalism:
Ability to identify key strategic issues, opportunities and risks. Ability to generate and communicate broad and compelling organizational direction to target audience. Ability to communicate clearly links between the IPU's strategy and the work unit's goals. Demonstrated ability to negotiate and apply good judgment. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Ability to produce a variety of written communications products in a clear, concise style. Ability to represent the organization in front of various audiences. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Communication:
Thorough knowledge of and practical experience in the full range of communications approaches, tools and methodologies essential to planning and managing effective media strategies; e.g. campaign management, media operations, marketing and promotion, audience outreach. Speaks and writes clearly and effectively; tailors language, tone, style and format to match audiences.
- Planning and organizing:
Develops clear goals that are consistent with the IPU strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and action as necessary; Uses time efficiently.
- Client orientation:
Establishes and maintains productive partnerships with Parliaments and partners from other organizations. Identifies their needs and matches them to appropriate solutions. Meets timeline for delivery of products or services.
- Technological awareness:
Keeps abreast of available technology, in particular in the web and IT area; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- Managing Performance:
Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff; Encourages risk-taking and supports creativity and initiative; Actively supports the development and career aspirations of staff; Appraises performance fairly.

- **Teamwork:**
Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications:

- ✓ **Education:** Advanced University degree in Communications or other related field.
- ✓ **Languages:** A perfect command of written and spoken French (mother tongue or mother-tongue equivalent), an excellent knowledge of English and another language, preferably Spanish. Knowledge of other UN languages will be an advantage.
- ✓ **Work experience:** At least eight years of progressively responsible experience, preferably in an international organization. Demonstrated experience in developing, implementing and evaluating communications strategies; media relations, outreach and campaigns and in assuming the role of spokesperson. Knowledge of and experience in new and social media; digital communications; publications, media metrics measurement; video and audio production.
- ✓ **Other skills:** previous experience of working in a parliamentary environment will be a distinct advantage.

Duties applicable to all staff:

Actively work towards the achievement of the IPU's strategic objectives. Perform any other work-related duties and responsibilities that may be assigned by the Secretary General.

Compensation:

The Inter-Parliamentary Union offers an attractive salary and benefits package comparable to that of other international organizations headquartered in Geneva, commensurate with education and experience.

Indicative Annual Salary at the P-4 level (net of tax)

USD 70'647 at single rate (plus allowance for primary dependents if applicable)

Post Adjustment

Plus 86.90% (July 2017 rate) of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

For further information, please consult the International Civil Service Commission website: <http://icsc.un.org/>

Employment Policy:

This position will be filled through an international recruitment process that will be open to internal and external applicants. From among equally qualified candidates, preference will be given to the under-represented sex and persons from countries not represented in the Secretariat.

This position will be based in Geneva and will require frequent travelling. It will be for an initial period of two years, renewable depending on satisfactory performance and availability of funding.

Deadline for applications:

Applications should be addressed to the:

Director, Support Services
Inter-Parliamentary Union
5, chemin du Pommier
Case postale 330
CH-1218 Le Grand-Saconnex, Switzerland
Tel: 41 22 919 4150
Fax: 41 22 919 4160
E-mail: job@ipu.org

Applications should be received on or before **15 September 2017**. In order to ensure prompt and efficient processing of your application, you are required to provide, along with your resume and IPU Job application form (available at <http://www.ipu.org/finance-e/vacancy.htm>), a detailed covering letter explaining how you meet each of the requirements of the position with concrete examples.

Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.