

MSF JAPAN: JOB DESCRIPTION	
Department: COMMUNICATIONS	
Position: COMMUNICATIONS OFFICER	<u>Reporting to:</u> Editorial Production Manager <u>Number of direct reports:</u> 0
Duration: Open-ended	
Current Job Grade: B	

Purpose of the position

Under the direction of the Editorial Production Manager, creates effective and engaging multi-platform communications content and undertakes roles that contribute to the promotion of departmental and cross-departmental communications activities to fulfil the delivery of MSF Japan’s strategic objectives.

Objectives

Through the production and promotion of communications materials and activities, increases MSF Japan’s reach, awareness, and engagement among Japanese society to further strategic objectives of MSF Japan.

Requirements of the position

Based in Tokyo.

Main Responsibilities

Content Creation and Curation

- Produces accurate, dynamic and innovative content to further Communications objectives and action plan activities, including but not limited to the original content and translated materials, using content management system (CMS), social media, and Adobe applications.
- Ensures content, including written and audio and visual content, is promoted to the best effect across MSF channels in order to ensure produced content resonates with identified target audiences.

- Interviews and creates content on field volunteers and their activities for publicity and media relations purposes.
- Promotes and curates MSF communications materials, messaging, and brand on MSF digital channels, including posting, monitoring, and data accumulation of social media content.

Departmental and Cross-Departmental Contribution

- Contributes to the communications plans and needs of other MSF Japan departments, including but not limited to human resources and operational support, through active proposals, plans and creation of materials.
- Liaises with marketing team members in other departments and works on campaigns and cross-departmental projects.
- Contributes to the creation of publications to support key MSF principles of transparency and accountability, including activity and financial reports, when required.
- Provides ideas and insight into departmental and cross-departmental meetings, brainstorming and annual planning.
- Assists in engaging with third-party or external publications or platforms, including creative agencies to further MSF reach, understanding and engagement.

Qualifications and requirements
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- Genuine interest in and commitment to the medical humanitarian principles of MSF.
- Minimum 3 years of relevant work experience in the private sector or with a non-governmental or non-profit organization in the field of public relations, communications or journalism.
- Strong content creation skills; writing, editing, photography and videography.
- Understanding of social media, digital production and promotion.
- Proven ability to work under tight deadlines.
- Creative thinking and ability to work on a variety of projects.
- Excellent interpersonal skills and ability to work as part of a team.
- Native-level Japanese language
- Excellent English language skills: speaking, writing and reading.
- Working experience in the promotion of advocacy and campaigning communications messages.
- Insight and understanding of communications, marketing approaches and media landscape of Japan.
- Working experience in a diverse organisational culture.

Desirable

- Ability to speak other languages.

- Good understanding of medical topics.
- Curiosity and willingness to learn, explore new ideas.

Special Notes:

This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the job holder might differ from those outlined in this Job Description, and the other duties, as assigned, might be part of the job due to the organizational and operational needs.

Application :

If you are interested in this position, please apply as per the instruction below;

Application documents (Please send all these documents)	<ol style="list-style-type: none"> 1. CV, with your photo if possible (in English) 2. Motivation letter (in English) 3. 職務経歴書（できれば顔写真付き）（和文） 4. 志望動機書（和文）
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	November 9, 2020
Note	Only short-listed applicants will be contacted.