

JOB DESCRIPTION	
Department: Communications Department, MSF Japan	
Position Director of Communications	Reporting to: MSF Japan General Director Number of supervise: 3-5
Duration: Open-ended	
Current Job Grade: F	

Purpose of the position

Under the direction of the General Director, the Director of Communications leads the Communications department to define and implement communication strategies, policies and activities that raise and deepen awareness of MSF and its field activities among Japanese society. The position holder ensures that the department's objectives and activities and team members are also able to support the recruitment, advocacy and fundraising objectives of MSF Japan.

Requirements of the position

Based in Tokyo (Commutable to MSF Japan Office in Waseda) with occasional international travel (estimated travel 10-15%).

Objectives

The Director of Communications' core objective will be to ensure the delivery of the MSF Japan annual plans aligned to the current and future strategic plan.

- Increase MSF's awareness and engagement in Japan.
- Develop a communication approach and activities that are supportive of MSF Japan fundraising and field HR objectives while ensuring coherent messaging and branding.
- All MSF Japan communications reflect and are aligned to MSF principles, unique identity and ternoignage and advocacy goals are at heart of initiatives.

Main Responsibilities

General

As a member of the MSF Japan Leadership Team, the Director of Communications will:

- Represent MSF Japan as an active section supporting and shaping movement-wide support services related initiatives
- Contribute to shaping the strategic direction of MSF Japan, including participate in developing and carrying out organization wide goals and objectives, formulating policies, and in decision making with an organization wide impact
- Directly own the mitigation and management of some key risks for the organization
- Exemplify by his/her actions and conduct, the spirit of the principles and the mission of MSF
- Represent MSF externally to further its objectives as and when required
- Be accountable for delivering relevant strategic objectives on time and on budget

MSF Movement-wide initiatives and relationships with Operational Canters (OCs) and partner sections:

As a representative of MSF Japan the Director of Communications will:

- Participate in Movement-wide initiatives and projects, including attending international platforms and meetings
- Develop and maintain constructive relationships with members of communication departments of OCs and partner sections to achieve communication and public advocacy- related operational objectives
- Participate in shaping and implementing relevant OC strategic objectives

Main Departmental Activities:

The Director of Communications will:

- Be accountable for the design, delivery and evaluation of a comprehensive public engagement approach, including the development of strategies, objectives and activities that are undertaken by the department's editorial production and external relations personnel.
- Monitor field operations communications and ensuring tailoring of MSF information/messages for the maximum impact on target audience, whilst remaining as accurate as possible and respecting the dignity of those affected by humanitarian crisis.
- Ensure Communications department supports fundraising, FHR, HR and operations support departments, and ways of working are constructive and effective.
- Provide support communication strategies and activities for field missions that are under the management of the MSF Japan based Tokyo desk.
- Be accountable for media outreach activities that aim to position MSF as the preferred and the most trusted source of humanitarian-related information in Japan and recognized as a professional medical humanitarian organization.
- Leads ad-hoc planning to reactive news that impacts the public perception of MSF and any humanitarian crises to which MSF is responding.
- Develop departmental budget. Implement, control and review approved departmental budget, in accordance with MSF's policies and procedures. Responsibilities include quarterly budget review and revision, signing and administering departmental contracts, reviewing and signing off on others' purchase orders, expense reports, and timesheets.

Team Management

- Build accountability for success and failure of department activities. Analyse activities, costs, and operations to determine department progress toward stated goals and objectives and course-correct.
- Lead Communications department managers to develop and track annual plans.
- Hold regular departmental meetings to coordinate, monitor and review activities
- Set clear attainable objectives for staff, evaluates employee job performance accordingly, in accordance with established MSF procedures, and collaborates with staff to establish appropriate development paths.
- Resolve team problems requiring senior management intervention.

Interdepartmental Coordination and Support

- Explore opportunities and advises on communications needs of other departments and organisation-wide activities.
- Work with fundraising director, marketing and other fundraising personnel to coordinate communications activities that support promotional awareness-raising and fundraising activities.
- Work with human resources department to coordinate outreach activities and develop communication tools that support the goal of recruiting qualified office and field personnel.

- Work with operations support department to further public advocacy goals, including adaptation of Access Campaign communications activities and strategies.

Qualifications and Requirements
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Essential Skills and Experience

- Over three year's department/team management experience.
- Five years' experiences at a senior level in journalism or general Communications.
- Excellent written and verbal communication skills.
- Ability to think strategically as well as tactically.
- Ability to 'think clearly' analyse, synthesise and present complex information in a convincing, straightforward and clear manner to a wide range of audiences through multiple channels.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Including the ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to work independently, under tight deadlines and pressure.
- Genuine interest in and commitment to the humanitarian principles of MSF.
- Ability to travel extensively in contexts of political instability and/or extreme destitution. Including willingness to serve in the field for several weeks at a time.
- Strong interpersonal skills.
- Significant experience working internationally
- Fluent spoken and written English
- Deep understanding of Japanese culture, society, and media market

Desirable

- MSF field or head office experience.
- Experience of defining multi-year strategies.
- Experience in Marketing.
- Experience in Humanitarian Advocacy.
- Fluent spoken and written Japanese.

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 jobholder 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 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. 履歴書 (和文・できれば写真付) 4. 職務経歴書 (和文) 5. 志望動機書 (和文)
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	May 6, 2024
Note	Only short-listed applicants will be contacted. The selection process will start in order of application. We will close the position as soon as we find the best candidate.