

JOB DESCRIPTION	
Department: COMMUNICATIONS	
Position: MEDIA RELATIONS OFFICER メディア担当	<u>Reporting to:</u> Media & Public Communications Manager <u>Number of direct reports:</u> N/A
Duration: Open ended contract	
Working hours: Full time (40 hours/week)	
Job Grade: B	

Purpose of the position

Under the direction of the Media & Public Communications Manager, he or she provides media outlets and external audiences in a timely manner with up-to-date MSF field activities information, the situation of the people and MSF activities in Japan. He or she is responsible for developing long and productive relationships with media outlets and generating media coverage of MSF.

Objectives

To increase the visibility and reach of MSF and its key messages on essential topics through Japanese media, which leads to an increase in awareness, understanding and influence of MSF in Japan.

Requirements of the position

Based in Tokyo (Commutable to MSF Japan Office in Waseda), ability to travel at short notice in Japan and internationally to MSF field locations which may be sites of instability.

Main Responsibilities

1. Media relations

- Prepares and provides accurate and up-to-date information to media outlets, including writing press releases and social media content.
- Identifies influential as well as not only optimal traditional media but also digital media to expand reach, and pitches stories and key topics that are best to obtain visibility and leverage among media outlets.
- Identifies key topics to support office needs and activities such as recruitment and fund raising, and support visibility raising and awareness building of MSF's presence in Japan.
- Assists in producing talking points, other key messages, and Q&A for returned field workers and MSF Japan staff to respond to interviews with media outlets.
- Assists the Media & Public Communications Manager when required, such as organizing press conferences, interviews, and media tours to MSF fields.
- Corresponds with media outlets including responding to inquiries promptly with accurate information aligned with MSF's principles.

2. Planning and reporting

- Contributes to the creation of an annual media plan with effective media analysis.
- Maintains an updated media list.
- Develops media coverage reports on a semi-annually and annual basis for the review of media approach.

3. Collaboration

- Works closely with others in the Communications department to develop materials and approaches to support media engagement plans.
- Provides ideas and insight into departmental and cross-departmental meetings, and works on campaigns and cross-departmental projects.

Qualifications and requirements

Essential

- Genuine interest in and commitment to the medical humanitarian principles of MSF.
- Minimum of 4 years 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.
- Writing skills in press releases, articles, and social media content.
- Insight and understanding of communications approaches, and the traditional (mass-media) and digital media landscape of Japan.
- Proven ability to work under tight deadlines.
- Creative thinking.
- Working in a diverse organisational culture.
- Excellent interpersonal skills and ability to work as part of a team.
- Native level Japanese language ability.
- Excellent speaker and writer of English.

Desirable

- Good understanding of international affairs and medical topics.
- Curiosity and willingness to learn, explore new ideas.
- Ability to speak other languages.

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.

Other Conditions

- Salary to be defined as per MSF Japan Salary Scale
- Social insurance coverage: Japanese government insurance (Health Insurance, Welfare Pension, Employment Insurance and Workers' Accident Insurance)
- Holiday: Saturday, Sunday, Japanese national holidays, and any other days specified by MSF Japan.

Application documents (Please send all these documents)	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	October 18, 2026
Note	Only short-listed applicants will be contacted. We will close the position as soon as we find the best candidate