Communications Officer (Part-Time), Secretariat

Closing date: 31 May 2022
Location: Remote office, candidates with working hours that overlap with The Hague preferred
Type: Part-time consultancy
Time commitment: Fixed-term of six months (1 July-31 December 2022); approximately 10 days/month or 16-20 hours/week.
Consultancy fee: Remuneration will be commensurate with the candidate’s experience and internal equity at the Coalition Secretariat.

About this role

The Secretariat of the Coalition for the International Criminal Court is seeking a communications expert to join our team to shape and strengthen how we connect up our global civil society network and promote the fight against impunity to governments, justice actors, and the general public. This position reports to the Secretariat Director.

About Us

The Coalition for the International Criminal Court is the world’s largest civil society partnership advancing the global fight against impunity for serious international crimes. We champion a universal, fair, effective, and independent International Criminal Court and effective national proceedings through the broader Rome Statute system. Through Coalition advocacy campaigns and leveraging expertise across our network to support the justice goals of member organizations, we are advancing victims’ access to justice and connecting the global movement of justice advocates.

The Coalition is facilitated by its Secretariat and hosted by the Women’s Initiatives for Gender Justice. To learn more about us, find us on Twitter @ngos4justice or online, at www.coalitionfortheicc.org.

Main responsibilities

- In coordination with Secretariat staff, lead on or support content development for the Coalition website, including drafting/editing press releases, posts, articles and blog posts, updating country situation and case pages, creating and editing infographics, videos and other content as needed;
- Support internal communications with Coalition member organizations, including email updates, member directory, and researching social media or other networking platforms to promote community-building within the Coalition’s membership, in coordination with the Secretariat team;
- Support specific communications projects through preparing written pieces and social media campaigns, including in connection with Rome Statute anniversaries and the annual meeting of ICC states parties;
- Respond to media inquiries and maintain records of media coverage;
- Develop networks of translators and interpreters, prepare glossaries and other resources to support translation and interpretation, and coordinate the Secretariat’s translation and interpretation needs; Proofread and copy edit other Coalition materials and translations;
- Support the Secretariat with other communications-related tasks, as needed.
Qualifications and experience

- University degree required and advanced university degree preferred in communications, journalism or another related field;
- 3-5 years of professional experience relevant to this post, including demonstrated experience in a communications role;
- Professional working proficiency in English and French—additional languages are an asset;
- Excellent communication skills and effective interpersonal skills, with the proven ability to establish and maintain positive working relationships;
- Familiarity with the field of international justice and the work of the International Criminal Court;
- Solid organizational skills;
- Attention to accuracy and detail with demonstrated ability to work and multitask well under pressure regarding deadlines, workload, and unexpected developments;
- Proficiency in Microsoft Office, content management systems, and social media platforms; and
- Knowledge of website management and publishing software (Photoshop, InDesign etc.).

Conditions

This is a part-time consultancy post (approximately 10 days/month or 16-20 hours/week) for a period of six months. Women’s Initiatives for Gender Justice, the host of the Coalition for the International Criminal Court, will be engaging the consultant as an independent contractor, and the consultant will be liable for any relevant taxes owed. The start date would be 1 July 2022 or shortly thereafter, in consultation with the successful candidate.

How to apply

Please send the following by 31 May, 13:00 (The Hague time):
- A curriculum vitae;
- A one-page cover letter describing your relevant experience and suitability for the post; and
- Names and contact details of three references.

Apply via email to hr@coalitionfortheicc.org with the subject “CICC Communications Consultant Application”

Women’s Initiatives is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age. Only short-listed individuals will be invited for an interview. No phone calls or email enquiries please.