



Rapid Response Role Profile

Job Title	Communications Officer
Classification Level	
Immediate Supervisor's Title	Communications Coordinator/ Communications Team Leader
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Communications Officer, deployed in a Federation coordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

Job purpose

The Communications Officer, under the direction of the Communications Coordinator or Communications Team Leader, will support communications and media activities ensuring that timely information is provided to Movement partners and the media to highlight the humanitarian situation and Red Cross Red Crescent operations.

Role (Job Requirements)

Job duties and responsibilities

1. Supporting the communications efforts of the affected National Red Cross/ Red Crescent Society and the wider Red Cross Red Crescent network through:
2. Supporting with the gathering and dissemination of accurate and timely information on the situation to IFRC communications team and National Societies, as well as sharing communications materials for wider distribution and use among the Red Cross Red Crescent communications network
3. Working with the IFRC global communications team and the host National Society, continuous monitoring of local media and social media channels to stay abreast of critical trends and developments
4. Supporting media relations activities by pitching story ideas about Red Cross and Red Crescent operations, arranging media events and requests - including visits to field operations, fielding international media interviews when required, identifying spokespeople in country and sharing their information with media, and ensuring the availability of well briefed spokespeople
5. Support with the gathering and development of communications materials for media and external audiences, and supporting officials (National Society and IFRC) in their media engagements
6. Supporting with social media engagement by gathering and sharing compelling content for IFRC and National Society channels, tracking trends and rumours, developing social media content and guidance to support IFRC and National Society staff in country
7. Supporting host National Society in implementing communications strategies that are targeted and relevant on multiple channels
8. Providing communications input and support for major milestones throughout the operation using diverse people centred content.

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
University degree in journalism, communications, marketing or international politics	⊙	
IFRC Emergency Communications training		⊙
Basic Delegated Training Course or IMPACT. FACT, ERU or RDRT Training or equivalent experience		⊙
Experience	Required	Preferred
At least 5 years of experience working as journalist/press officer and/or Communications officer	⊙	
Ability to independently deliver a range of compelling communications content from the field including news stories, social media content and AV materials.	⊙	
Experience in managing communications issues in complex and delicate situations	⊙	
Experience in building and maintaining media relations and contacts	⊙	
Experience in emergency response	⊙	
Red Cross and Red Crescent experience	⊙	
Knowledge & Skills	Required	Preferred
Knowledge of humanitarian affairs	⊙	
Strong spoken and written English including proven experience in drafting compelling communications content for a variety of communications channels	⊙	
Self-supporting in IT	⊙	
Demonstrated understanding and use of social media for communications and advocacy purposes	⊙	
Comfortable working and communicating with National Societies in a diverse environment	⊙	
Ability to negotiate with varying partners	⊙	
Ability to multi-task and work under pressure	⊙	
Analytical skills	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
National Society Capacity Strengthening	⊙		
Coordination	⊙		
Assessment	⊙		
Direction Setting and Quality Programme Management	⊙		
Information Management	⊙		
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recovery	⊙		
Community engagement and accountability	⊙		
Protection, Gender and Inclusion	⊙		
Environmental Sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict Management	⊙		
Interpersonal Communication	⊙		
Cultural awareness	⊙		
Judgement and decision making	⊙		
Motivating Others	⊙		
Personal resilience	⊙		
Integrity	⊙		

Technical Competencies	Tier 1	Tier 2	Tier 3
Strategic communications in emergencies	⊙		
Media relations	⊙		
Social media and social media monitoring	⊙		
Written communications content	⊙		
Photography	⊙		
Video content	⊙		
Advancing host National Society's communications priorities	⊙		

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		