

VACANCY ANNOUNCEMENT

Al-Haq, Ramallah, Palestine



Media & Communications Officer

Title:	Media and Communications Officer
Main Duty Station and Location:	Ramallah (Palestine)
Mission/s to:	possible travel within the region and internationally
Contract duration:	6 Months - extension based on performance
Type of Contract:	National - Palestinian citizens or resident of the OPT.

About Al-Haq

Al-Haq is an independent Palestinian non-governmental human rights organisation based in Ramallah, West Bank. Established in 1979 to protect and promote human rights and the rule of law in the Occupied Palestinian Territory (OPT), the organisation has special consultative status with the United Nations Economic and Social Council.

Al-Haq documents violations of the individual and collective rights of Palestinians in the OPT, irrespective of the identity of the perpetrator, and seeks to end such breaches by way of advocacy before national and international mechanisms and by holding the violators accountable. The organisation conducts research; prepares reports, studies and interventions on breaches of international human rights and humanitarian law in the OPT; and undertakes advocacy before local, regional and international bodies. Al-Haq also cooperates with Palestinian civil society organisations and governmental institutions in order to ensure that international human rights standards are reflected in Palestinian law and policies. The organisation has a specialised international law library for the use of its staff and the local community.

Al-Haq is the West Bank affiliate of the International Commission of Jurists - Geneva, and is a member of the Euro-Mediterranean Human Rights Network (EMHRN), the World Organisation Against Torture (OMCT), the International Federation for Human Rights (FIDH), Habitat International Coalition (HIC), and the Palestinian NGO Network (PNGO).

Duties

The Media and Communications Officer will be working under the direct supervision of Al-Haq General Director, and will be located in Ramallah. With the objective of assuring smooth and effective communication with all external stakeholders, and maximize the quantity and quality of international and national media coverage of Al-Haq and its work, through pitching reports, op-eds and arranging media interviews for Al-Haq staff, and help conduct targeted advocacy towards national and international audiences across a range of thematic issues.

VACANCY ANNOUNCEMENT

Al-Haq, Ramallah, Palestine



The successful candidate will also help to organize meetings and events with Ministers, parliamentarians, policy-makers and journalists, as well as help organize press conferences and advocacy events, in cooperation with Al-Haq's Legal Research and International Advocacy Department, the National Advocacy Department, and the Monitoring and Documentation Department.

The Media and Communications Officer will be responsible for all communication matters including but not limited to press releases, website, updating stakeholders through various communication channels (e.g. newsletters), as well as the area of social media. He/she will perform the following duties:

1. Understand Al-Haq objectives, goals and environment;
2. Identify communications needs based on relevant research and benchmarking;
3. Develop a communication strategy, and a corresponding implementation plan, outlining planned activities, needed resources, and timeframes;
4. Design and coordinate awareness and advocacy campaigns targeting various stakeholders and assist the donors in their public relation activities related to the projects;
5. Administer, maintain, update and improve the website and the social media channels;
6. Ensure all relevant activities are communicated through appropriate channels on a timely basis;
7. Produce promotional material which may include print, electronic, new media and other material to implement the organisation's communication strategy;
8. Collect all work related press releases, newspaper articles, video clips, etc. and prepare a press book on a quarterly basis;
9. Explore the social media sphere to promote human rights and accountability;
10. Draft press releases for different activities, events, and occasions;
11. Design and regularly update the monthly newsletter and facilitate the distribution to relevant stakeholders;
12. Proofread, and revise communications as requested;
13. Tracking relevant political and policy developments;
14. Taking calls from journalists and assisting with media queries;
15. Helping to build close relationships with Palestine-based journalists and media outlets;
16. Sending out press releases to key media contacts;
17. Maintaining and regularly updating the communications database;
18. Monitoring media coverage of Al-Haq locally and internationally;

Required Competencies

Core values:

1. Integrity
2. Professionalism
3. Respect for diversity and gender equality

VACANCY ANNOUNCEMENT

Al-Haq, Ramallah, Palestine



Core competencies:

1. Results orientation and accountability
2. Planning and organising
3. Communication and trust
4. Team orientation
5. Organisational development and innovation

Minimum Organisational Requirements

Education:

Advanced university degree in communication/public relations/journalism/political science - minimum at Bachelor level.

Technical and Functional Experience:

1. More than 3 years of professional experience in the field of communications, advocacy, and public relations;
2. Unflinching attention to detail, flexibility, and strong organisational skills are required;
3. Knowledge and experience of working in an international environment would be an asset;
4. Ability to complete tasks with minimal supervision and work independently is required;
5. Ability to multitask and prioritize work in response to changing project deadlines and staff needs;
6. Demonstrated interest in human rights and the work of nongovernmental organisations;
7. Computer skills including: Internet, e-mail, MS Office applications (including MS Outlook), web administration, MailChimp; and basic knowledge of Adobe Photoshop, Adobe InDesign, and Adobe Premiere or Final Cut Pro;
8. Photography and videography;
9. Ability to use and utilise social media (new media) tools: facebook, Twitter, YouTube, medium..etc.

Languages:

Fluency in written and spoken Arabic and English is required.

Contact

Please submit a cover letter, curriculum vitae, a brief writing sample (unedited by others), and contact information for three references before **15 June 2017** to: vacancy@alhaq.org

Please use “**Media Officer**” as the subject of your email.

Only complete applications will be reviewed and only shortlisted candidates will be contacted.

Al-Haq is an equal opportunity employer that does not discriminate in its hiring practices.