



Job Vacancy: Communications Officer

Location: Telecommute; preferably based in Thailand or within Southeast Asia
Hours : Full-time
Contract: Fixed Term
Salary : Negotiable

About us:

The Global Center for Good Governance in Tobacco Control (GGTC) is a combination of the academic discipline, diversity, and global reach of the School of Global Studies, Thammasat University and the expertise of Southeast Asia Tobacco Control Alliance (SEATCA)'s leaders in countering tobacco industry interference to move tobacco control measures forward at the national, regional, and global levels.

With the support of the Ministry of Public Health Thailand, GGTC was designated by the FCTC Secretariat to serve as the Knowledge Hub on Article 5.3 to promote the tobacco control treaty obligation on protecting public health policies against tobacco industry interference.

Our Mission:

We aim to lead in providing the world with the capacity to promote policy coherence in tobacco control and to counter tobacco industry interference at the national, regional, and global levels.

The Project:

The Stop Tobacco Organizations & Products (STOP) project, funded by Bloomberg Philanthropies, is aimed at establishing a tobacco industry watchdog. The project had been awarded to a partnership among the Global Center for Good Governance in Tobacco Control, Thailand, the Tobacco Control Research Group at the University of Bath, United Kingdom, and the International Union Against Tuberculosis and Lung Disease and Vital Strategies, New York.

Duties:

The Communications Officer is expected to:

1. Elaborate and implement communication strategies and plans, in accordance with the objectives of the project.
 - Assist in the development of a communication plan to raise awareness of tobacco industry interference.
2. Manage media/press relations overall:
 - Expand and maintain a global and regional media network
 - Maintain/ engage with diverse local media contacts particularly in Bloomberg priority countries for tobacco control.
 - Draft, distribute, and pitch press releases
 - Develop and update regularly a press and media contact information database; maintain networks with journalists
 - Monitor the press regularly for coverage and opportunities
 - Contribute to the editorial calendar, monitoring upcoming news agenda and contents related to key messages of GGTC and its STOP project, which will be shared with appropriate audiences.
 - Respond to enquiries from the media in liaison with the executive director.

- Evaluate effectiveness of campaigns and produce media reports.
 - Set up and manage media interviews, press briefings, press events, and photo calls.
 - Draft statements, Q&A, op eds, briefs, when required.
3. Oversee and expand online presence as well as ensure maximization of ongoing media opportunities for the project:
 - Expand the social media network
 - Contribute to social media channels and online communities, developing contents, scheduling contents, and engaging with the community to build a vibrant, interactive audience.
 - Provide the opportunity to share, collaborate, and amplify public relations materials through partners' channels
 - Contribute to the production and management of website contents.
 4. Undertake marketing communications and produce information materials
 - Write, edit, and proofread communication materials, including newsletters, leaflets, flyers, booklets, posters, banners, etc.
 - Manage the print and production process of communication materials when required.
 - Facilitate in the development of materials
 5. Take the lead in specific events and campaigns, including special events management.
 6. Support partnerships development and build communications/ media partnerships
 7. Undertake the following internal communications tasks:
 - Draft periodic updates/reports.
 - Maintain a flow of internal reporting on activities across the organization.
 - Establish and maintain a consistent range of impact statistics about project work and ensure that they are updated and used consistently across the organization.
 8. Support and develop evaluation systems to measure the impact of communications, and produce reports when required.
 9. Perform other related functions

Education:

Criteria	Essential	Desirable
Bachelor's degree (or equivalent) in communications, journalism, public relations, social sciences, international relations, or a related field from a reputable university.	√	
Other relevant qualifications or postgraduate training in the aforesaid areas.		√
Masters degree in the aforesaid areas.		√

Experiences, skills, and aptitudes:

Criteria	Essential	Desirable
Professional experience in communications.	√	
Excellent communication skills, with an enthusiasm for communicating challenging messages creatively and effectively; communicates sensitively, effectively, and creatively across different audiences.	√	
Ability to interact effectively with all levels of the organization, including senior management.	√	
Proven networking skills, and the ability to proactively build productive working relationships with internal and external partners/stakeholders; ability to generate interest in the project and the institution	√	
Excellent understanding of and in-depth experience in communications and outreach.	√	
Competence in the use of social media (e.g., Twitter, Facebook, Instagram, etc.).	√	
Proven ability to write engaging and accessible copy and develop other contents in a variety of	√	

Criteria	Essential	Desirable
styles for different audiences and channels, conveying key points clearly and concisely.		
Excellent proofreading and editorial skills with exceptional attention to detail.	√	
Ability to multi-task and to remain calm, effective, positive, in control, and good humored even when under pressure and tight deadlines.	√	
Ability to consistently approaches work with energy and a positive, constructive attitude.	√	
Initiative in identifying and recommending new approaches.	√	
Willingness to work flexibly as part of a team and respond to urgent requests.	√	
Experience in a public affairs environment or other experience in advocacy and campaigning.	√	
Broad experience in working with media personnel, journalists, reporters, editors	√	
Experience in organizing and managing events		√
Creative ability to prepare presentation materials.	√	
Familiarity with InDesign and other publication softwares.	√	
Familiarity with Adobe softwares, Wordpress, MediaWiki, and the like.		√
Creative ability to design infographics.		√
Ability to communicate in at least one (1) additional official language of the United Nations: Arabic, Chinese, French, Russian, and Spanish.		√
Strong background in tobacco control work and clear understanding of tobacco control issues, particularly tobacco industry interference		√
Ability to focus on impact and to take ownership for delivering outcomes	√	

Core values, guiding principles, and competencies:

- **Integrity:** Demonstrate consistency in upholding and promoting the values of the organization.
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- **Cultural Sensitivity and Valuing Diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.
- **Ethics and Values:** Demonstrate and safeguard ethics and integrity.
- **Organizational Awareness:** Demonstrate corporate knowledge and sound judgment.
- **Development and Innovation:** Take charge of self-development and take initiative.
- **Work in Teams:** Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Communicating and Information Sharing:** Facilitate and encourage open communication and strive for effective communication.
- **Self-Management and Emotional Intelligence:** Encourage learning and sharing of knowledge and demonstrate informed and transparent decision making.

How to apply:

Interested candidates are invited to submit their CV, letter of interest, and other work-related credentials in English to admin@ggtc.world, with the subject line “Communications Officer” not later than 25 January, 2019, 5:00 pm (Bangkok time). Please include your salary expectations. Only shortlisted candidates will be contacted by 31 January 2019.