**ACAPS Purpose**
The Assessment Capacities project (ACAPS) is dedicated to improving assessments of humanitarian needs in complex emergencies and crisis through the provision of context-specific information and analysis. ACAPS delivers:
- Independent analysis to support evidence-based decision making for humanitarian operations
- Deployment of experts to support assessments in crisis
- Capacity development of humanitarian actors to carry out better needs assessments
- Methodological tools: innovative approaches to collect more reliable and timely data

**Purpose of the position**
The post holder is responsible for assisting a proactive external communication strategy to ensure ACAPS is perceived as a leading voice on humanitarian needs assessment and analysis worldwide.

**Role and responsibilities**

**Generic responsibilities:**
1. Assist the Communications and Administration Manager in developing and implementing a sound external communications strategy for the organisation in close collaboration with the ACAPS Director.
2. Assist with the production of high quality communications products in line with the external communications strategy and ACAPS institutional priorities.

**Specific responsibilities:**

1. **Strategy development**
   a. In line with ACAPS organisational strategy and in collaboration with the ACAPS Director, assist the development and implementation of an external communication strategy aimed at strengthening ACAPS’ position as a leading voice on humanitarian needs assessment and analysis worldwide.
   b. Contribute to the development of comprehensive, well-targeted, and effective approach for dissemination and promotion of ACAPS publications and communication material.
   c. Help with monitoring and analysis of external communications performance to ensure they are reflected in future activities to improve quality and relevance of ACAPS communications.
   d. Contribute to maintaining relevant strategic partnerships through active communications on relevant issues.
2. **External communications management**
   a. Assist with the design, and set-up of ACAPS external communications processes, ensuring appropriate input across ACAPS work streams and key stakeholders.

   b. Assist with the launch of the new ACAPS app

   c. Help with the development of the content of the ACAPS website, ensuring that elements are kept-up-to-date

   d. Assist with the management and promotion of the ACAPS social networks platforms (Twitter, Facebook, LinkedIn and YouTube).

   e. Assist with the preparation of the ACAPS newsletter, coordinating input across ACAPS work streams and key stakeholders to ensure proper content, respect of publication deadlines.

   f. Contribute to the writing and design of ACAPS communications materials (e.g. booklets, brochures, donor presentations), ensuring they are easily accessible and digestible.

   g. Help with creation and/or contribute to oversee production of ACAPS videos.

   h. Monitor and analyse external communications statistics and report them internally on a monthly basis.

3. **Perform other duties in the organisation as appropriate**

   **Critical interfaces:**
   - Closely coordinates and collaborates with the ACAPS Communication and Administration Officer and the ACAPS Director on activities impacting strategic positioning and branding.
   - Closely works with the Trainee Analysts regarding communication and dissemination of analysis work and content.

   **Competencies**

   **Professional Competencies:**

   **Generic professional competencies:**
   - Relevant university degree or higher education, preferably in communications, journalism or related field.
   - At least 1 year’s experience in a position with related responsibilities (e.g. public relations, communications).
   - Field and/or headquarters experience from the humanitarian sector desirable.
   - Excellent time management skills and ability to organise multiple, simultaneous tasks, and deliver results within a specified period.
   - Attention to detail.
   - Outstanding coordination, communication, representation and inter-personal skills, including proven capacity to persuade and influence others, convey information effectively, as well as adjust actions in relation to others’ actions.
   - Proven ability to work strategically to set goals of a project and flexibility and creativity in realizing them.
   - Demonstrated written clarity, including ability to understand complex concepts and synthesise information.
   - Demonstrated capacity to actively learn – understanding the implications of new information for both current and future problem-solving and decision-making.
   - Fluent written and oral communication skills in English; working knowledge of French.
   - Knowledge of standard ICT office support tools including spreadsheets, word-processing and presentation software.

   **Context related skills, knowledge and experience:**
   - Experience with strategic communication, preferably in humanitarian disasters.
   - In-depth knowledge and understanding of social media platforms (Facebook, LinkedIn, Twitter, etc.) and social media management and monitoring platforms, such as Hootsuite.
• In-depth knowledge and understanding of monitoring tools, such as Google Analytics
• In-depth knowledge of designing tools, such as Photoshop and InDesign
• Demonstrated understanding of needs assessments and analysis in humanitarian crises.
• Good visual “eye”.

**Behavioural Competencies:**
• Communicating with impact and respect
• Working with people
• Flexible and creative
• Planning and delivering results - Structured and focused, proven ability to manage time effectively
• Deciding and Initiating Action
• Adapting and Responding to Change
• Adhering to Principles and Values

**Performance Management**
The employee will be accountable for the responsibilities and the competencies. The following documents will be used for performance reviews:
• The Job Description
• The Performance Review Template