**Position:** Communications Trainee  
**Reports to:** Communications Coordinator  
**Supervision of:** none  
**Budget responsibility:** none  
**Duty Station:** Geneva  
**Travel:** none  
**Duration and contract type:** 12 months, 100%  
**Remuneration:** 2,600CHF (gross) / month  
**Eligibility:** EU or EFTA nationals / Candidates with the right to live and work in Switzerland  
**Starting date:** ASAP

### About ACAPS
ACAPS is dedicated to helping humanitarians make better decisions. We want to put evidence at the heart of decision-making. To achieve this, we collaborate with a variety of partners across the humanitarian sector and beyond. We strive to be an evolving platform providing:

- Independent analysis to support evidence-based decision making for humanitarian operations.
- Deployment of experts to support assessments and analysis in crisis.
- Innovative approaches to collect more reliable and timely data and conduct rigorous analysis.

### Purpose of the position
The post holder is responsible for assisting in the postproduction of high-quality products with the aim of better informing the humanitarian response and ensure ACAPS is perceived as a leading voice on humanitarian needs analysis worldwide.

### Role and responsibilities

#### Generic responsibilities:
- Assisting in the visual editing, publication and dissemination of high-quality analytical reports and other technical products in line with ACAPS’ overall strategy.
- Contributing to ensure the implementation of a sound external communications strategy, as well as contributing to a more effective internal communications among the team members.

#### Specific responsibilities:

1. **Postproduction**
   - Support the team in the postproduction (last phase of the ACAPS collaborative framework) of various types of products, including analytical reports, datasets, interactive dashboards, and other communication products.
   - Be responsible for the visual editing of various products in line with ACAPS’ style.
   - Contribute to improve the visual quality of ACAPS analysis and products.

2. **Publication and dissemination**
   - Be responsible for publishing content on ACAPS’ website, ensuring that different elements are relevant and up to date.
   - Assist with the preparation of ACAPS’ email campaigns on a regular basis, respect publications’ deadlines and be able to adapt to the workload.

3. **Perform other duties in the organisation as appropriate**
Critical interfaces:
- Closely coordinates and collaborates with the Analysis team and the rest of the Communications team regarding postproduction.
- Closely works with the Communications Coordinator on activities impacting strategic positioning and branding.

Competencies

Professional Competencies:

Generic professional competencies:
- Relevant university degree or higher education, in communications, journalism, marketing, or related field.
- At least one year of experience in a position with related responsibilities (e.g. communications, social media, advertising).
- 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.
- Creativity and 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.
- 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.

Context related skills, knowledge and experience:
- In-depth knowledge and understanding of MailChimp and/or similar marketing platforms.
- In-depth knowledge and understanding of ICT office support tools including spreadsheets, word-processing and presentation software.
- Working knowledge of designing tools such as Photoshop, InDesign, and Illustrator.
- Good visual “eye” and excellent sense of the aesthetics.

Behavioural Competencies:
- Communicating with impact and respect
- Working with people
- Innovative and creative
- Planning and delivering results and manage time effectively
- Deciding and Initiating Action
- Adapting and Responding to Change

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 Work and Development Plan
- The Performance Review Template

How to apply

Interested candidates should submit their CV and Cover Letter before 28 June 2020 via jobs@acaps.org, with the mention “Communications Trainee” in the subject.