



**Regional Integrated Multi-Hazard Early Warning System
Program Unit/ Early Warning Facility**

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Job Posting

Issue date: 2 April 2024

Position Title: Communication Officer

Open Period : 2 April 2024 - 1 May 2024

Background : The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) is an international and intergovernmental institution, owned and managed by its Member States, for the generation and application of early warning information. RIMES evolved from the efforts of countries in Africa and Asia, in the aftermath of the 2004 Indian Ocean tsunami, to establish a regional early warning system within a multi-hazard framework for the generation and communication of early warning information, and capacity building for preparedness and response to trans-boundary hazards. RIMES was established on 30 April 2009, and was registered with the United Nations on 1 July 2009. RIMES operates from its regional early warning center located at the campus of the Asian Institute of Technology in Pathumthani.

Position Description: Under the overall guidance of the Director, Program Unit and the direct supervision of the Head of Department of Operational Support (DOS), the Communications Officer will provide support for the implementation of the DOS's communication and advocacy strategy to influence resource mobilization, promote public and media outreach, and mobilize support for the DOS programmes in relation to RIMES strategy. This work involves content development for the DOS internal and external communications, including website content, communiqués and press releases, promotional materials, social media content, risk communications, the graphic layout for publications, and other media products.

The Communications Officer plays a crucial role in formulating staff training programs centered on RIMES manuals /policies/regulations and critical subjects aimed at bolstering staff capabilities. This key responsibility aligns closely with the objectives of the HR Department, ensuring that all RIMES personnel are fully versed and proficient in the application of RIMES policies and procedures.

Contract Type: Full-Time Contract

Duty station: Regional Integrated Multi-Hazard Early Warning System AIT Campus, 58 Moo 9 Paholyothin Rd., Klong 1, Klong Luang, Pathumthani 12120 Thailand.

Minimum Qualifications:

The Communication Officer demonstrates ability to work effectively with a wide range of people, with excellent leadership, management, communication, and organizational skills.

Knowledge: An Advanced university degree (Master's degree or equivalent degree) in communication, journalism, or related field is required. Knowledge of different aspects of public information and communication.

Experience:

- A minimum of 3- 5 years of previous experience in a similar role, preferably within a International non-profit organization, or related field.
- Demonstrable experience in public information, marketing, public relations, media, journalism, or related area is required.
- Experience providing guidance to a senior official/s is required.
- Experience developing and implementing communication activities for a public sector, regional or international, non-governmental, or media organization is required.
- Experience in graphic design and/or graphic layout for publications and other media products are desirable.

Skills and Abilities:

- Excellent written and verbal communication skills, with the ability to tailor messages to different audiences and platforms.
- Demonstrable expertise in public information and communication, with the ability to address a variety of issues within political, public, and local contexts. Skilled in conceptualizing, designing, and implementing significant information campaigns, with a proficiency in analyzing and synthesizing diverse information quickly. Excels in managing sensitive situations tactfully, producing clear written and oral communications, and making data-driven decisions. Shows commitment, professionalism, and calmness under pressure, with a dedication to gender inclusivity and equality.
- Communicates clearly and effectively in both written and verbal forms, listens actively, interprets messages accurately, and responds appropriately. Adapts communication style to suit different audiences and maintains transparency and openness in information sharing.
- Strategic thinking and problem-solving abilities, particularly in high-pressure situation
- Strong interpersonal skills and the ability to work effectively in a multidisciplinary team environment to meet organizational objectives, values others' ideas and expertise, prioritizes the team's goals over personal interests, and shares both credit and responsibility for team outcomes.
- Pursues innovation in improving services and solving problems, encourages new ideas, embraces risk-taking for novel concepts, and avoids being limited by conventional thinking.

Major Duties and Responsibilities:

The Communications Officer will be responsible for the following duties:

- Takes the lead in implementing the overall communications and advocacy strategy for the Department of Operational Support (DOS)
- Support the DOS's resource mobilization efforts by developing a communication and outreach plan and identifying funding sources, and other assistance for major communications campaigns and staff training manual development.
- Prepares or oversees the preparation of a diverse range of information communications products in support of major campaigns and resource mobilization initiatives.

- Contribute to the development of public awareness campaigns aimed at raising awareness about the DOS's work in peace and security (as it relates to RIMES policy).
- Monitors and evaluates results and impact of communications activities; reports on deliverables and achievements of DOS.
- Fulfills speaking engagements and makes presentations to groups on the DOS's activities and advocates issues of concern; organizes media coverage and arranges for media contacts, briefings, and interviews; organizes seminars, training, conferences, public events on major issues and events concerning the DOS.
- Coordinate closely with the HR Department to identify training needs and develop comprehensive materials, including training plans, manuals, and other essential documents. These materials will cover a wide range of topics pertinent to RIMES's operational procedures, policy implementation, and strategic goals, thereby ensuring staff are equipped with the knowledge and skills necessary to contribute effectively to RIMES's mission and objectives.
- Manages publications programme and produces written materials for publication and publicity, such as newsletters, annual reports, brochures, and leaflets.
- Supports content development for website, social media, and mobile platforms.

Others

- Provide secretariat support to RIMES Council Meetings and Ministerial Conferences.
- Other duties and responsibilities as assigned by the Head-Department of Operational Support.

Immediate Supervisor:

Head of Operational Support

Contract Duration

The contract will initially be for one year and will be extended upon satisfactory completion of 180 days probationary term and each annual performance review.

How to Apply:

Interested candidates should send your application letter, resume, salary expectation and 2 references in PDF format to rimeshra@rimes.int by midnight of **1 May 2024**, Bangkok time. Please state "**Communication Officer: Your Name**" the Subject line of the email. **Only short-listed applicants will be contacted.**

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RIMES promotes diversity and inclusion in the workplace. Well-qualified applicants particularly women are encouraged to apply.