

## Vacancy Advertisement

### Communications Officer

We are Lutheran World Federation Prague, a local NGO in the Czech Republic. We support the humanitarian and development work of The Lutheran World Federation Department of World Service (LWF World Service) based in Geneva. LWF World Service is the internationally recognized humanitarian and development arm of the Lutheran World Federation, assisting people in need in 18 Country Programs in Latin-America, Asia, Middle East, Africa and Europe. For more information about LWF World Service, please check: [LWF World Service | The Lutheran World Federation World Service](#).

We are looking for an **Communications Officer**. Located in the Department for World Service (WS) Policy and Thematics Team (PTT), the purpose of this position is to provide expertise in communication for LWF World Service (WS). The Communication Officer will maintain and implement WS communication guidelines, annual plans and activities. S/he is primarily responsible for the production, updating and editing of high quality, attractive and relevant communication products in different media, intended for the marketing and visibility of WS work around the world. The post holder is the WS technical lead on communication matters, including maintaining the WS website and social media handles, producing the WS annual report and coordinating the WS Communicators Group.

**Starting date:** as soon as possible

**Working place:** Prague

**Work time:** 100%, Full time job (HPP contract type)

**Contract duration:** One year, with possible extension

#### Your main responsibilities will be:










- Producing, editing and publishing high quality, attractive and relevant multi-media communication products.
- Maintaining the WS website and social media channels and platforms, sourcing and uploading relevant content on a regular basis; and tracking outreach and responses/feedback.
- Helps develop and implement annual WS global communication plans to enhance WS visibility.
- Supporting Country Programs in developing and implementing country program annual communication plans.
- Supporting periodic updating of WS Communication Guidelines
- Organize regular meetings and facilitate the sharing, learning and exchange among WS Communicators.
- Facilitate training and capacity building for Communication Officers and Focal Points in Country Programs.
- Taking the lead in the drafting of the World Service Annual Report.
- Supporting the drafting and editing of thematic reports and other tailor-made reports such as the Rights Based Approach (RBA) Annual Report.
- Liaison with external communications experts and consultant hired for specific tasks.
- Supporting and collaborating with the WS Communication Support Officer to update Country Program factsheets and subsites.
- Perform any other task as assigned by the supervisor.

#### About you:

- University degree in communications, marketing or related fields.
- Professional qualifications and hands-on skills in web editing, managing social media channels and graphic design in English.

- Over 3 years' experience in the production and editing of digital marketing and communications materials, preferably in a humanitarian, human rights or development contexts.
- Experience in writing communications pieces in English; articles and features, news and holding statements, newsletters and reports, impact stories, case studies and social media posts.
- Expert in web and graphic design and editing, skilled user of applications such as InDesign, Canvas, Photoshop, etc.
- Knowledge of ethical and safeguarding standards in communication.
- Proficient in MS Office Suite, SharePoint, Teams and other commonly used IT applications.
- Fluent in English. Working knowledge of French, Spanish or Czech languages are an added advantage.
- Valid Czech work permit

You can look forward to the following benefits:

-  Salary corresponding to the level of experience
-  Travelling to countries of responsibility
-  25 days of annual leave
-  Support of professional and personal development
-  Combination of office and home office
-  Travel insurance
-  Multisport card
-  Meal allowance
-  Open organizational culture with friendly colleagues

EU/EEA member states, and foreign nationals with permanent residence, as well as asylum seekers having the right to work in the Czech Republic are invited to apply. Please, address your motivation letter, including your diploma, CV with two references in English to Ms. Helena Hronova ([helena.hronova@lutheranworld.org](mailto:helena.hronova@lutheranworld.org)) until 15 February. The recruitment can be closed earlier in case the right candidate applies.