



(Published: 18 December 2015)

ICMC Europe vacancy notice

Job title: Advocacy and Communication Officer
Type of appointment: Full-time, contract until 31 December 2016 *(with possibility of extension)*
Programme: Migration & Development Civil Society Programme (MADE)
Reports to: ICMC's Head of Policy and the MADE programme coordinator
Location: Brussels, Belgium
Starting date: a.s.a.p.
Application deadline: 15 January 2016 *(application may be evaluated upon receipt)*

The International Catholic Migration Commission (ICMC) is an internationally operating non-governmental organization that serves and protects refugees, internally displaced persons and migrants regardless of faith, race, ethnicity or nationality.

In direct partnership with global and regional civil society partners in Africa, Asia, Europe and Latin America, ICMC coordinates the [Migration and Development Civil Society Programme \(MADE\)](#). MADE is strengthening and widening a global civil society movement working and networking to promote policies for the well-being and protection of all migrants and communities. Within the context of MADE, ICMC also organizes the annual [Civil Society Days of the Global Forum on Migration and Development \(GFMD\)](#).

For the MADE programme, ICMC is recruiting an **advocacy and communication officer** to form part of a small and dynamic programme team in Brussels and Geneva. Working under the supervision of ICMC's Head of Policy (in Geneva) and in close coordination with a communication and events officer (in Brussels), the **advocacy and communication officer** will be responsibility of ***developing and implementing the global advocacy and communication strategy for MADE and the GFMD.***

Specific responsibilities and tasks:

- Developing and writing communication and advocacy products including policy briefs, press releases, and newsletters, with a focus on specific issues and progress from civil society 5-year 8-point plan *(such as migration and the UN 2030 Sustainable Development goals, recruitment reform and labour rights)* and in coordination with the MADE partners
- Developing advocacy, communication and campaign strategies for MADE, including on global, thematic and regional priorities, and with particular focuses on Protecting Migrants on the Move, and the global governance of migration
- Overseeing website and social media development, including networking tools and the exchange best practices, and writing updates for these communication outlets
- Implementing a media and outreach strategy
- Following and participating as needed in key international meetings and fora, including a range of MADE and GFMD meetings, IOM, ILO, UNHCR, etc.

Qualifications and skills

We are looking for an outstanding writer and articulate and passionate advocate for migrant rights and human development, with the following qualifications, skills and knowledge:

- Master's degree in one of the following or related areas: human rights, journalism, communication, public policy, social sciences, international relations or related fields
- At least 5 years' experience of working in the field of migration and migrant rights. Experience in working on development, as well as in civil society networking are an added value
- Outstanding communication and writing skills
- Up-to-date knowledge of global, regional and national policies concerning migration, migrant rights and development
- Excellent written and spoken English. Fluency in French and/or Spanish are a major plus
- Knowledge of website Content Management Systems (e.g. WordPress, Drupal), mailing systems (e.g. CiviCRM, Mailchimp), and design software would be an asset
- Social-media savvy and experience in social media and networking online
- Ability to work on a team in an international environment, independently and under pressure
- Have permission to work in Belgium (unfortunately ICMC Europe is not in a position to obtain a work permit for applicants)

What we offer

- A full time position
- A fixed-term contract (or a consultancy contract if desired) until 31 December 2016 *[with the possibility of extension]*
- A competitive NGO salary on the basis of level and years of experience
- A dynamic, international and compassionate work environment in a small office, warmly welcoming creative initiative and ideas
- An exciting position, with the possibility of international travel

How to apply

If you are interested to apply, please send us a *Curriculum Vitae* (no more than 3 pages), and a motivation letter explaining who you are and why you would like to work with us in this position. Please also send two examples of previous written work, in English (*this may be press releases, newsletters, campaigns, etc.*). Please indicate your ability to work in Brussels. Applications are to be sent to Leila Marzo at recruitment@madenetwork.org.

Kindly include "advocacy and communication officer 2016" in the email subject line.

The closing date for receipt of applications is **15 January 2016**. Applications will be **evaluated upon receipt** and interviews will be scheduled over the course of January and/or early February. Shortlisted candidates may be asked to submit two professional references. All applicants will be notified by e-mail on the outcome of their application in February 2016.

ICMC is committed to equal opportunities for applicants and employees, and strives for a diverse and balanced workforce. All applications will be treated with confidentiality.