



Job Opening

Position: Communication Officer

Delegation: ICRC Seoul Office

Location: Seoul, Republic of Korea

About ICRC

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. It directs and coordinates the international activities conducted by the Movement in armed conflicts and other situations of violence.

Purpose of the post

On the basis of priorities and objectives set by the ICRC office in the Republic of Korea, the communication officer contributes to the implementation of public communication activities aimed at raising the profile of and the interest in the ICRC and related humanitarian issues in the Republic of Korea. Under the supervision of the communication responsible, the communication officer will:

Standard function description:

- Assists ICRC's public communication efforts with the media and online, in Korean and English, in the Republic of Korea
- Assists the ICRC's engagement with and outreach through online platforms in Korean
- Develops and creates online and media content in Korean on ICRC, its role and response to humanitarian needs worldwide, IHL and related humanitarian issues
- Develops coverage of the ICRC broad range of activities and positions in the Korean media
- Contributes to the monitoring of public, specialized and academic sources on humanitarian issues from Korean language sources
- Provides summary and specific reporting and analysis on domestic, regional and international humanitarian issues,
- Manages translation of documents from English into Korean and vice-versa.
- Assists the delegation's efforts to interact with its stakeholders in Korean language

Job Description

Media relations

- Develops ideas for and, if necessary creates (with others within the office or other delegations) media content on IHL and related humanitarian issues as well as the ICRC's role and response to humanitarian needs in Korean
- Monitors ICRC and other visibility in the Korean media
- Provides a communication support to other departments, to leverage the used of media to contributing to their program objectives.

Online

- Assists the efforts of the office to disseminate information on a range of online platforms such as the website, facebook, e-newsletter and local platforms such as Kakao story etc.
- Adapts institutional content or creates Korean specific content on the ICRC online platforms in Korean
- Regularly monitors activities on the online platforms and responds to inquiries

Monitoring

- Contributes to the office's effort of monitoring Korean media, specialized and academic sources, particularly on-line and print, concerning the Korean Peninsula on humanitarian, political and security issues and provides written and verbal summaries.
- Identifies and informs in a timely manner about issues and developments important to the delegation's understanding of the Korean Peninsula

Production

- Develops promotional items for on/offline events
- Manages printing of publications into Korean

Translation

- Translate ICRC contents from English to Korean when required and also coordinate translation / interpretation jobs with agencies or freelancers

Additional roles

- Supports other programs in the organisation of events;
- Shares analysis on the office's public communication within the Communication team

General Duties

- Maintains an adequate working filing system for all areas of responsibility
- Follows the financial and administrative procedures for all areas of responsibility
- Is aware of the delegation's objectives and activities
- Applies the security rules at all times
- Respects and observes the staff regulations of the delegation

The employee may be asked to perform duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

Requirements

- Advanced university degree or professional qualification in communications, international affairs or other related fields
- Preferably two years of work experience in media, communications / public relations or humanitarian or international organizations
- Fluent in spoken and written Korean, English
- Excellent verbal and written communication skills
- Very good analytical and reporting skills

How to Apply



ICRC

International Committee of the Red Cross

Comité International de la Croix-Rouge

- **Submit Curriculum vitae and Cover letter (both in English) as one document to seo_seoul@icrc.org**
- **Deadline: 30 (Fri.) September 2016**
- **Only successful candidates will be contacted for the interview**

Additional Information

- ICRC website: <http://icrc.org> (ENG) | <http://kr.icrc.org> (KOR)
- ICRC www.facebook: [facebook.com/icrc](https://www.facebook.com/icrc) (ENG) | www.facebook.com/icrckr (KOR)

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