

## **Position: Advocacy and Communications Manager**

**Location: Geneva, Switzerland**

**Contract Period: One-year contract (renewable), 50% of full-time equivalent**

*Does the prospect of high-profile international advocacy rooted in real-world solutions appeal to you? Do you enjoy taking a lead role and actively engaging with a wide range of stakeholders? If so, you could be who we are looking for.*

**The International Campaign to Ban Landmines – Cluster Munition Coalition (ICBL-CMC)** seeks a highly motivated person to serve as the main point of contact and support for ICBL-CMC members, and oversee the development and execution of a global communications strategy that effectively promotes ICBL and CMC advocacy messages and priorities.

### **About the ICBL-CMC**

The ICBL-CMC is a global civil society network dedicated to putting an end to the suffering caused by antipersonnel landmines and cluster munitions.

We seek to prevent all use, production, and trade of these weapons, and to ensure stockpiles are destroyed. We call for efficient clearance of all landmines, cluster munitions and explosive remnants of war; and we want to see the fulfillment of victims' rights and needs. The best way to reach these goals is to ensure the universal adherence to, and implementation of, the 1997 Mine Ban Treaty (MBT) and the 2008 Convention on Cluster Munitions (CCM). To this end we monitor, analyze, and report on the progress of these two instruments.

ICBL-CMC members, including victims of landmines and cluster munitions, take action in some one hundred countries. We work in an inclusive manner with NGOs and individuals committed to helping reach our goals. We believe in the impact of a coordinated and flexible network of NGO expertise.

The ICBL received the Nobel Peace Prize in 1997 for its work to bring about the Mine Ban Treaty.

### **The Position**

The Advocacy and Communications Manager will report directly to the ICBL-CMC Director and will be responsible for the following functions:

#### *Facilitation of international and national advocacy*

- Collaborate with and support member organizations in their advocacy work at national level;
- Coordinate ICBL and CMC advocacy in advance of and during Meetings of States Parties and other meetings;
- Ensure that priorities of the membership are reflected in ICBL-CMC advocacy activities;
- Organization of global campaigning activities.

#### *Communication with ICBL-CMC membership and other civil society actors*

- Ensure communication to and between individual members, national or regional campaign groups, the membership and external civil society organizations;

- Ensure regular communication and distribution of information, resources and advocacy tools to the membership to promote the 2017-2021 Strategy of the ICBL-CMC;
- Process membership request applications.

#### *Global communications*

- Communicate on the activities of ICBL-CMC members on digital platforms;
- Ensure the use of relevant digital platforms (including social media and websites) to communicate messages to the campaign and the public;
- Oversee that information and resources are up-to-date, accessible and user-friendly;
- Serve as a spokesperson on global advocacy matters as deemed appropriate by the ICBL-CMC Director;
- Manage interns, volunteers and consultants as needed.

#### **The ideal candidate will have the following profile:**

- Minimum bachelor's degree in political science, international development, international relations or other relevant fields, with at least five years' experience in communications, information-based work, or advocacy-related communication;
- Excellent written and verbal English communication skills and good knowledge of at least one other United Nations language (particularly Arabic, French or Spanish);
- Excellent and proven communication and interpersonal skills with a wide variety of multi-cultural, multi-lingual groups and stakeholders;
- Excellent writing and editing skills and keen attention to detail; ability to produce clear, concise materials on tight deadlines for a variety of audiences;
- Strong computer literacy including experience with website administration systems, databases and Microsoft Office products;
- Skills and experience in using social networking and online communication tools (e.g. running a webinar, virtual meeting rooms, posting on Facebook, Twitter, Instagram, YouTube, etc.);
- Excellent political judgment and strategic sense with a good understanding of international politics including a demonstrable understanding of human rights and/or disarmament issues;
- Experience as spokesperson/liaison with governments, media or other stakeholders;
- Experience in and aptitude for managing consultants and mentoring interns;
- Capacity to work in a self-directed manner, and to work collaboratively and creatively with staff and a diverse global campaign;
- Available for short international travels as necessary;
- Knowledge of or experience with landmine and cluster munition issues, related United Nations processes and conventions banning the weapons, is a strong asset.

ICBL-CMC sees diversity as a strength and encourages applications from all candidates meeting the above profile to apply, irrespective of age, gender, race, religion, ethnicity or political affiliation.

**Candidates must possess a valid Swiss or EU work permit**

**Please send a cover letter and CV by Tuesday 5 March 2019 to: [jobs@icblcmc.org](mailto:jobs@icblcmc.org).**