



## VACANCY: COMMUNICATIONS ASSISTANT

### ABOUT THE IIJ

The International Institute for Justice and the Rule of Law (IIJ) is an organisation located in Malta with a mission to deliver innovative and sustainable capacity-building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.

Since its inauguration in 2014, the IIJ has trained more than 7000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of parliamentarians, judges, prosecutors, police, prison, and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ delivers capacity-building training tailored to the needs of the regions it serves, including North, West, and East Africa; the Middle East; and select engagement in the Balkans, and Central, South, and Southeast Asia. For more information on the IIJ, please visit the IIJ's website [www.theij.org](http://www.theij.org).

### COMMUNICATIONS ASSISTANT

The IIJ is seeking to recruit a focused, energetic and detail-oriented **Communications Assistant** to form part of the Institute's Communications and Outreach function. Working under the overall supervision of the Director of Administration and Outreach, and Communications and Outreach Manager, the successful candidate will be an integral part of a multi-national team with various responsibilities under the IIJ Communications and Outreach Strategy.

An attractive remuneration package will be offered commensurate with the work experience and the selected applicant's profile.

All interested applicants meeting the qualifications below are invited to submit a cover letter and resume to the **IIJ Executive Secretariat at HR@THEIJ.ORG by no later than February 1<sup>st</sup>, 2023**, clearly stating "CA\_2023" in the subject line.

## **JOB DESCRIPTION:**

The Communications Assistant will be required to perform the following tasks in support of the implementation of the IJJ Communications and Outreach Strategy:

- **Online & Social Media**
  - Generating and posting content on the IJJ website and social media accounts.
  - Keeping abreast of changes in the online environment to best serve the IJJ's organisational objectives, including monitoring the social media space for IJJ workstream-related topics and conversations.
  - SEO (search engine optimisation) and generation of inbound traffic.
  - Prepare and disseminate monthly activity reports providing benchmark metrics and campaign effectiveness.
  - Supporting coordination with third parties on marketing, advertising, PR and employer branding initiatives, as required.
- **IJJ Publications & Reporting**
  - Coordinating the publication of the IJJ E-newsletter and collating content for partner e-publications, as required.
  - Coordinating input for IJJ Factsheets, the Annual Report, and other IJJ materials.
  - Supporting proofreading and editing efforts, as required.
  - Compiling research and analytics to support reporting, as required.
  - Aligning media products with IJJ branding guidelines.
- **Event-Related Communications**
  - Working with different units to prepare media plans for IJJ-hosted events.
  - Assisting in managing relations with media representatives as required and supporting the preparation of traditional media content (e.g. press releases, talking points, interviews, PowerPoints, etc.).
  - Taking photos and videos at workshops and other events as required.

## **PERSON SPECIFICATION:**

### **REQUIRED**

- A Graduate with either Bachelors or Master's Level in Journalism, Marketing, Public Relations, or a relevant field.
- Professional-level command of the English language, with excellent oral and written communication skills, and exceptional attention to detail.
- Sound experience in social media marketing, writing/editing, and/or public relations.
- Solid understanding of the use of a range of Social Media platforms and the mechanics that drives effective content distribution.
- Detailed-orientated, analytical thinker with well-honed skills to leverage IJJ's presence on the digital arena.
- A strong work ethic, with the ability to work independently, set priorities, and organise work to meet deadlines.
- Performing other duties to support the IJJ as required.

### **DESIRABLE:**

- Knowledge of Arabic and/or French is considered advantageous.
- Experience working in international organisations and/or internationally-funded programs.
- Previous experience in photography and/or videography is considered an asset.