

The **Caritas Internationalis General Secretariat** is at the heart of the confederation and is the central coordinating and facilitating body for the international organisation. The General Secretariat develops global processes for cooperation and best practice, advocacy and policy positions. It is based in the Vatican City and also has representation offices in New York and Geneva. Under the leadership and management of the Secretary General, it coordinates and supports the work of the member organisations of the Caritas Internationalis Confederation. With a view to strengthening its team, the Caritas Internationalis Secretariat is seeking to recruit an (m/f):

## **Communication Officer French language**

### **Your mission: witness, inform and inspire**

Producing communication materials is an essential activity of Caritas Internationalis; annual reports, reports and articles from emergencies and developing countries enable the voice of the poor to be heard and communicate with enthusiasm Caritas strategic goals to the Caritas network, the humanitarian community and the general public. In the coming years, Caritas aims to significantly increase its visibility from a communication point of view. In that context, you will be in charge of the communication in French language. You will gather communication content directly in the field or from other Caritas member organisations and develop content, tone, brand and style for communications materials. You will ensure that all content is appropriately edited and proofed. You will also participate fully in wider communication activities, represent the team, section and Caritas as required and act as cover for media enquires in French, including outside of office hours. This entails taking press calls, writing press releases and arranging interviews. You will regularly travel to developing countries, essentially French speaking, to collect or produce communication materials (print and photography), at very short notice in case of emergencies to act as a communications coordinator. You will report to the Director of Communications.

### **Your profile: talented writer with experience in cross-organisational work**

You have a minimum of 3 years' experience in a communication role and are able to easily write engaging and accurate documents in French. You can demonstrate a capacity to present complex information in an engaging and accessible way and have experience of managing the delivery of projects involving cross-organisational working. Experience in hostile environment with humanitarian or development activities is an advantage. You are able to establish good relationship with a variety of people throughout the world, to handle difficult situations, to deal with sensitive issues requiring tact and a firm handling and to work under pressure and to deadlines. You master the use of PC, you are meticulous in your editing role and have proofing skills and are able to follow-up a story. You demonstrate understanding of and sympathy with the Catholic Church's role in humanitarian and development work and are committed to the Caritas values. French is your mother tongue (or similar) and you have an excellent knowledge of English.

### **Our offer: an opportunity to impact on poverty reduction and injustice**

This function offers the possibility to actively contribute to the global fight against poverty and injustice through conveying messages in an engaging format. You will work together with the English language Communication Officer, at the heart of the Caritas movement, in a small, friendly and supportive international team that fosters professional growth. You will have much flexibility to organise your work and the opportunity to practice new skills (photography, film). Your salary will be commensurate with your experience and free of taxes.

**Please send your application to Mercuri Urval at [mub.be@mercuriurval.com](mailto:mub.be@mercuriurval.com) mentioning reference number 48.8355.**