



Mindanao Human Rights Action Center, Inc.

No. 66, Gen. Luna Street, Rosary Heights 4, Cotabato City, Philippines 9600

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JOB DESCRIPTION

JOB TITLE: Communications Officer

REPORTS TO: Head of Training, Research and Communications Department

OVERVIEW OF POSITION:

Communications officer will handle external communications of the organization directed to local and international partners and stakeholders and the general public.

JOB DESCRIPTION

- Draft and issue alerts, press releases, information notes, and written materials for dissemination to local and international partners and stakeholders
- Assist head of Training, Research and Communications (TRC) Department in preparing, finalizing and circulating the MinHRAC newsletter
- Manage and update MinHRAC website, blog and social networking accounts
- Manage media contacts list
- Assist in organizing press conferences, public forums and meetings
- Improve and maintain MinHRAC's active image
- Perform all other tasks indispensable to dispensing the abovementioned tasks, as may be determined by head of TRC Department

QUALIFICATIONS AND SKILLS REQUIRED

- Personal belief in and support of the basic principles of human rights and international humanitarian law
- University Degree (Graduates of Journalism, English, Communications, or any of the Social Sciences preferred)
- Excellent writing and communication skills
- A strong capacity for analysis, communication and information management
- Ability to meet tight deadlines and work under pressure
- Ability to handle large volume of work and have excellent organization skills
- Excellent interpersonal skills, team worker
- Ability to take initiatives and be flexible and adaptable in a changing environment
- Media and awareness-raising experience preferred
- Knowledge in Photoshop / HTML preferred, but not required
- Willing to be based in Cotabato City

Please send a full CV/resume and writing sample to mail@minhrac.org, cc: apontanal@minhrac.org

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