

Medecins Sans Frontieres (MSF – Doctors Without Borders) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural or man-made disasters to populations in danger in more than 70 countries.

Duration: 6 months main employment; full-time

Workplace: Kyiv, Ukraine

Main purpose: Contributing to the implementation of operational communication strategy in the mission according to MSF standards. Aiming at building MSF visibility, acceptance and leverage inside the country. Focusing on Social Media

Main Duties

Content creation and publication

- Edit and curate content for publishing on MSF social media accounts in Ukrainian and English
- Produce content for social media in cooperation with the MSF team in Ukraine
- Suggest and propose innovations for content creation and increasing MSF`s social media audiences in Ukraine, such as: opportunities for Facebook Live coverage, Twitter Q&A sessions with MSF senior field staff, and others

Community building

- Help MSF to build its social media audience and reply to comments and engagements, as appropriate, with guidance from supervisors
- Promote MSF social media profiles externally, with the use of FB and IG ads

- Be able to understand different types of comments and requests, including crisis communication

Monitoring

- Monitor and analyse online topics and trending subject which are relevant to MSF operations and the security context in Ukraine
- Monitor for mentions of MSF on social media in Ukraine, and report to supervisors on problematic MSF mentions on social media
- Monitor backend analytics and evaluate engagement of followers by geographic location, demographics, etc...

Strategy

- Contribute to the development of MSF social media strategy for Ukraine by providing contextual advice related to social media use and trends in the country
- Undertake daily work in line with the broader communications and operational goals of MSF in Ukraine, with support and guidance from supervisors

Reporting

- Regular reporting on social media mentions of MSF in Ukraine and topics of relevance to MSF operations and security
- Regular reporting on social media activities

WHO ARE WE LOOKING FOR?

- A professional who wants flexibility and is not afraid of their own responsibility and autonomy
- A colleague with respect for others, with open communication, who does not hesitate to offer a helping hand

- A person with a passion and interest in humanitarian and medical aid issues, a belief in the values of our organisation and an understanding of the MSF Charter

WHAT WILL YOU NEED?

- University or College Degree or Certificate in a relevant field
- Candidates without a University or College education may be considered if they possess significant additional experience (5-plus years) in social media management, monitoring and content production
- At least 2 years of professional experience in social media management and community building
- Experience in basic social media content production and messaging
- Experience in social media monitoring and reporting
- Commitment to the work and principles of MSF (Neutrality, Impartiality, Independence)
- Social media content creation, community building and monitoring skills
- Excellent interpersonal skills and ability to work cooperatively in a dynamic organisation
- Familiarity with social media management and monitoring tools (Crowdtangle, TalkWalker, TweetDeck, etc.) highly desirable.

WHAT ARE WE OFFERING?

- 6 months main employment contract with possibility to extend depending on shifting needs of the organization; full time employment
- Flexible working hours and possibility to work from home
- Work for a major international humanitarian organisation that makes a difference and results in helping where it is needed
- Friendly and experienced team, opportunity to meet interesting people participating in foreign missions

- A modern office
- Employee benefits in accordance with the internal MSF policy: 2 days of vacation(balance in each month), sick days, language trainings, professional development, contribution to leisure activities

Monthly gross salary (before taxation) is 33 426 UAH

HOW TO APPLY?

Send your CV and cover letter (in English) to email msfch-ukraine-hrassistant@geneva.msf.org

In your cover letter, you should mainly state the reasons why you want to join the Doctors Without Borders team and what do you offer for this position.

IMPORTANT! Please put the password in the subject line „DIGITAL UKRAINE“