



Job Profile for Assistant Media Officer

Human Appeal Syria

Position title	Assistant Media Officer (Female)
Salary	Competitive
Location	Syria
Hours	Full-time
Responsible to	Global Comms Manager
Closing date	10/10/2022
Start date	ASAP

About Human Appeal

Human Appeal is a non-profit organisation working across the globe to strengthen humanity's struggle against poverty, social injustice and natural disaster. Through the provision of immediate relief and establishment of sustainable development programmes, we aim to invest in real effective solutions. Established 30 years ago with its headquarters in Manchester, UK, Human Appeal has a presence in 24 countries spanning across 3 regions: Asia, Africa, and the Middle East, in addition to international offices in Europe.

We are looking for a dynamic person to join our Human Appeal Syria team who is passionate about humanitarian and development work and has a strong record in producing media content.

Job purpose

Implementation the media plan for the project and provides media coverage for all project activities.

Core duties and responsibilities

1	Taking photographs during project implementation and delivery at the project location, as per the media activities specified in the project.
2	find more stories in the field
2	Archiving media material, organize all videos and photos in a good and fast reaching way.
3	Helping Media officer reproducing and framing photographs as per the specified guidelines for projects and donor requirements – as communicated by the programmes team leads.
4	Choosing and preparing locations for photographing
5	To write photos/videos descriptions in Arabic and English.
6	Conduct recorded interviews with beneficiaries. And Ensure all beneficiaries have given their consent for all photographs and video documentation, as per the HA regulations.
7	Preparing and preserving photographing equipment
8	To write Humanitarian stories in Arabic and English. And To translate videos and other materials
9	To ensure a work log of activities has been filled out, enhancing transparency and accountability of work conducted.
10	Prepare Media daily and weekly Reports.
11	Any other duties assigned by the Media Officer.
Other The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.	

Person specification

We are seeking a humanitarian who is driven to help those in need and has the passion and skills to communicate the stories of those in need – and our efforts to help them - with sensitivity, honesty, and creativity.

Skills and experience:

PERSON SPECIFICATION (Education, Experience, Skills. Abilities)	
Minimum Requirements:	
1	University degree in a related field (Media, Art,...)
2	Minimum of 2 years' experience in Humanitarian Field and Media Roles .
3	Computer literate and competent with Microsoft office and other design Programmes, as required.

4	Excellent verbal & oral communication skills 🗣️ Good verbal and written in Arabic and English.
5	Flexibility and ability to work under pressure, manage time and prioritise work to deadlines.
6	Demonstrable understanding of issues related to direct aid and international development in the humanitarian context.
7	Creative and adaptable working, prepared to travel to meetings, conferences and training within Turkey.
8	Punctuality and respect for rules and procedures.
9	Ability to work as part of a team and to work independently, with minimal supervision and well under pressure.
10	Must be able to maintain highest level of confidentiality regarding work-related information and data.

How to apply

Thank you for your interest in working for Human Appeal.

Please apply filling the next link in English and upload your CV and cover letter (in English)

<https://forms.gle/YhJHyAAmUNJSK4cr6>

Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.

Only short-listed candidates will be contacted.