

Job Opportunity Communications Manager

The International Monetary Fund's Regional Office for Asia and the Pacific (OAP) located in Tokyo is seeking an experienced Communications Manager to implement its communications strategy in the region.

The successful applicant will have a minimum of four years working experience in journalism and/or public relations; familiarity with international and regional financial institutions; a strong knowledge of the Asia-Pacific region; a good understanding of economics; a proven understanding of digital engagement best practices and strong organizational, supervisory, and IT skills. Must be innovative and possess excellent communication skills in both English and Japanese.

Salary will be commensurate with background and experience.

For those interested, please register and upload your CV through the following online registration form no later than **Friday, July 27**.

<https://www.cvent.com/d/wgqfbx>



For inquiries, please contact us via email at oaptokyo@imf.org.

IMF Regional Office for Asia and the Pacific
21F, Fukokuseimei Building,
2-2-2 Uchisaiwaicho, Chiyoda-ku, Tokyo 100-0011

JOB DESCRIPTION

TITLE: Communications Manager

SCOPE AND EFFECT

Under the supervision of the Director of the IMF Regional Office for Asia and the Pacific (OAP) in Japan, and in collaboration with IMF headquarters in Washington, the Communications Manager is responsible for developing and executing the communications strategy for OAP, which promotes the IMF and its activities throughout the Asia-Pacific region and is consistent with the overall goals of the IMF. The Manager aims to establish a constructive profile of the IMF and OAP in Japan and the Asia-Pacific region.

DUTIES AND RESPONSIBILITIES

Maintains close contacts with the media, non-governmental organizations, academics, think tanks and other thought leaders who shape public opinions.

Organizes briefings and seminars on subjects that fall within the Fund's mandate, as well as occasional larger conference-type events.

Plans and organizes domestic media outreach such as press briefings and interviews for IMF management, senior staff visiting Japan, and on OAP activities.

Promotes dissemination of IMF publications and information of IMF operations both in English and Japanese.

Prepare the OAP staff to be able to respond to a wide range of queries about the IMF and its policies from the press, corporate entities, academics, and the general public. Uses judgment in responding to questions and closely coordinates with the IMF OAP and headquarters staff, especially in the Communications Department.

Maintains and regularly updates OAP's external website and its IMF intranet pages.

Monitors economic and IMF-related news for OAP and supports IMF headquarters when required in monitoring global news and measuring impact of media outreach. Posts content when required to the IMF's main website and corporate digital media channels.

Makes presentations to students or other interested groups on the IMF, in particular its employment opportunities, and assist IMF recruitment missions from headquarters.

QUALIFICATIONS

University degree in journalism, public affairs, economics, or a related field is required. Superb oral and written communication skills in English and Japanese and organizational skills are required to perform the job. Up-to-date knowledge about state-of-the-art media channels and outlets are key, and familiarity with the IMF's mission and policies would be a strong asset.