



INTERNATIONAL MONETARY FUND

COMMUNICATIONS OFFICER VACANCY ANNOUNCEMENT

The International Monetary Fund (IMF), Resident Representative Office for **Singapore** is seeking to hire a Communications Officer. This is a full-time local contractual position with an initial appointment term of one year, renewable.

Basic Function of the position:

The Officer will serve as the Communications Department ("COM")'s Media and Social Media Liaison Officer based in Asia, contributing to all-round media, social media outreach, and stakeholder engagement efforts. Monitor global and Asian media outlets and report to COM on Fund-related news developments and social media chatter during Asian business hours. Analyze media and social media coverage of the Fund and provide qualitative and quantitative impact reports on a regular basis. Strengthen Fund outreach in Singapore, South-East Asia, and South Asia. This will be achieved through: establishing deeper contacts with local and regional media, social media influencers, and other stakeholders that result in more visibility for the Fund and an increased understanding of the Fund in the region; advising Fund staff on regional and local communications and facilitating outreach events, also through the production of media briefs and talking points, social and digital media assets and other content; providing fuller assessments of how the Fund is being perceived in local and regional media and social media; and ensuring increased real-time provision of Fund information and publications in the region. Reporting: The position reports to the Chief of the Media and Social Outreach Division ("MS") in the Communications Department and consults closely with Asia and Pacific Department ("APD") and the Resident Representative in Singapore. Work assignments and priorities are set by the Chief of the Media and Social Outreach Division, coordinated with others in the Communications Department.

Major Duties & Responsibilities:

Under the supervision of the Chief of the Media and Social Outreach Division in the Communications Department, the selected candidate will:

- Produce the early edition of COM News Report at 6:00am DC time and allow faster reaction to overnight news by Fund management and senior staff.
- Provide news and social media updates and news packets during Asian business hours, pointing out noteworthy news, commentary, and social media chatter and filtering Asian and European news relevant to the IMF.
- Provide real-time support to outreach efforts in Asia, Europe, Africa and the Middle East during Asian business hours through the IMF Press Center, distributing and publishing IMF information and products, also on social media.
- Analyze media and social media coverage and trends in Asia both in quantitative and qualitative terms using a range of media monitoring and social listening software; regularly share this analysis with MS and COM management.
- Respond to HQ requests to provide impact reports on selected events in timely manner, within reasonable deadlines.

- Publish documents, including press releases, and other communications material, on www.imf.org to help facilitate real-time outreach during Asian business hours. Issue social media communications to support selected communications strategies, in coordination with HQ.
- Build stronger links with regional news organizations and influencers and provide senior Fund officials with opportunities for interviews, press pieces, op-eds, etc.
- Facilitate outreach in Singapore, South-East Asia, and South Asia by helping to organize press conferences, interviews, report launches and other initiatives, related to mission travel by Management and staff.

Competencies:

The selected candidate will be expected to demonstrate:

- Strong knowledge of and practical experience in a range of communications strands, such as media relations, message targeting, stakeholder management, and marketing communications.
- Demonstrated experience presenting to and interacting with members of the media, executive leaders, and a wide variety of internal and external stakeholders.
- Excellent writing, editing and research skills, and an ability to produce high-quality and engaging material for both internal and external consumption.
- An ability to think strategically and to rapidly synthesize information from varied sources into concise conclusions and recommendations.
- Big picture thinking, with strong interpersonal and problem-solving skills, while maintaining a pulse on the details.
- Familiarity with online writing techniques, including writing for the web and social media.
- Ability to work under stress and to juggle multiple tasks on tight deadlines.
- Demonstrated willingness to assist others and perform whatever tasks necessary to help the team achieve its goals.
- Ability to build effective working relationships with colleagues and stakeholders.
- High levels of initiative, judgement, and decisiveness in accomplishing tasks; and proven ability to work independently; strong diplomatic, interpersonal, and teamwork skills.

Qualifications and Experience:

- BA / BS / MA in communication, journalism, public relations, media studies, mass communication, advertising, or equivalent combination of education and experience.
- Five or more years of relevant work experience in communications, ideally in a multi-cultural and fast-moving environment.

This position is based in Singapore. Applicants must hold current work authorization.

Interested candidates should submit (i) their cover letter and (ii) curriculum vitae (CV) accompanied by (iii) identification documents (passport and/or national identity card) and (iv) two professional references with contact details.

How to apply:

Click here: https://imf.wd5.myworkdayjobs.com/en-US/IMF/job/Singapore/Communication-Officer--local---Singapore_24-R6598

The last day to apply is **8 May 2024** -11:59 p.m.- Closing based on Singapore (Time zone).

Only shortlisted candidates will be contacted for an interview.