



**Media and Communications Officer**  
Oxfam in the Russian Federation

**OXFAM'S PURPOSE:** To work with others to overcome poverty and suffering.

**JOB PURPOSE:** To best communicate the brand and work of Oxfam to the Russian media and other stakeholders. The postholder will work in close collaboration with a small team in Moscow.

**REPORTING LINES:** Post holder reports to: Head of Office - Oxfam in Russia

**KEY RESPONSIBILITIES:**

- Based on the inputs and in close communication with the team in Moscow, lead on development and implementation of the comprehensive communication strategy for Oxfam in Russia, which would strategically support key Oxfam's advocacy work on development and humanitarian issues.
- Serve as a focal point of communication and relations between Oxfam and Russia-based media. Proactively promote Oxfam's brand and work in Russia. Organize press conferences and other events with media participation online and offline.
- Maintain and update Oxfam in Russia's website.
- Conduct media monitoring, summaries, and analysis.
- Create newsletters, social media content, and use other means to promote the work of Oxfam in Russia to the wider Oxfam Confederation.
- Ensure substantial social media presence which consistently reflects Oxfam's communications strategy in Russia. Potentially supervise a consultant responsible for content creation and social media management (to be confirmed).
- Other tasks within the Media and Communications field of work as agreed with the Head of Office.

**SKILLS AND COMPETENCIES:**

**Essential:**

- Excellent oral and written communication and writing skills in English and Russian.
- Proven track record of successful use of communication tools (social media, website management, newsletters) to support strategic advocacy work.
- Understanding of the civil society and media environment in Russia.
- Strong commitment to the values of equality and social justice.
- Pro-active, able to self-identify tasks and manage own time effectively.
- Ability to work flexibly on a wide range of tasks and manage different activities at once.
- An understanding of and sensitivity to poverty, gender, climate, humanitarian, and diversity issues.

**Desirable:**

- An understanding and experience of advocacy work in the humanitarian and/or development sectors.
- Successful track record in creation of engaging social media content/graphic design skills (if relevant, please include examples in the application, in any language).
- Successful track record in supervising consultants or staff, leading on strategic pieces of work.

- Education to a degree level in communications, PR, marketing, social sciences, or a related discipline.

**CONDITIONS:**

- Expected start date: 1 March 2021
- Contract duration: 12 months, with possible extension
- Working hours: Ideally, this is a full-time position (100%), however other arrangements may be considered.
- Salary: Subject to negotiation
- Location: Moscow, Russia

**HOW TO APPLY:** Please submit your CV, a motivation letter, and writing samples (e.g., a media publication, press release, website or blog entry) in Russian and in English (at least one in each language) by 7 February 2021 to [russia@oxfam.org.uk](mailto:russia@oxfam.org.uk)