

Médecins Sans Frontières Suisse has a vacancy for a

Digital Project Officer 90%

The Digital Project Officer (DPO) is part of a team of five people who run the digital communications and fundraising activities for MSF Switzerland. He/she is responsible for establishing the online marketing goals and yearly planning and implements the planned activities.

Your Responsibilities

You will be responsible for **MSF Switzerland's presence in German speaking social media** with a particular focus on Facebook, YouTube and Twitter and aim at reinforcing and developing the online presence of MSF Switzerland.

- Conduct digital communications projects and campaigns
- Monitor digital statistics
- Produce reporting
- Create digital content
- Propose activities in order to improve the qualitative and quantitative performance of the online presence of MSF Switzerland
- Specific digital project or campaign upon request

Your Profile

Education

- University Degree or equivalent experience in Marketing/Digital Marketing or Communications.

Experience

- 2 years of experience working in digital marketing and/or communications, preferably in the non-profit environment
- Demonstrable track record of success in past experience

Technical competencies

- Solid knowledge of SEO/SEM (AdWords certifications is a plus)
- Very strong project management skills.
- Very comfortable working with multimedia (images and video).
- Very strong knowledge of digital analysis and in particular of Google Analytics.
- Profound understanding of social media (including community management).
- Good understanding of principles of banner advertising, email marketing campaign
- Good understanding of major digital technologies
- Strong project management skills, organization and time management skills

Languages

- **Native German speaker.**
- Fluent in English and French, or at least a working knowledge

Personal qualities

- Excellent written and verbal communications skills, with good interpersonal communication at all levels.
- Ability to work with a multidisciplinary team, especially for online projects (graphic editors, writers, programmers, agencies, database supplier, etc.)

- Ability to be flexible and to work in a dynamic environment, sometimes under pressure.
- Strong interest in humanitarian action, understand and support MSF's core values.
- Solution and result orientated working
- Good problem-solving skills
- Team player and people skills

Terms of Employment

- Permanent contract, **part-time position (90%)**
- Based in Geneva
- Ideal starting date: 29th January 2018
- Gross annual salary : from CHF 74'898.- (based on a 90%, salary commensurate with experience and internal salary grid)

How to apply

Interested candidates should forward by email only their application (CV 2 p. max. – letter of motivation 1p. max. – English – 5MB max) to ben.urio@geneva.msf.org **stating in the subject line «DPO 2017.12».**

The deadline for applications is 17th December 2017.

The applications will be treated confidentially.

Only short-listed candidates will be contacted.

For more details on the job offer or MSF, please visit our website: <http://www.msf.ch/travailler-avec-nous/>