

# COMMUNICATIONS OFFICER

*Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*

*All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.*

## ABOUT OXFAM PILIPINAS

Oxfam Pilipinas works for a future where all Filipinos live free from poverty, inequality, and injustice. For over 30 years, we have partnered with communities, organizations, and the government to tackle inequality, promote gender justice, and respond to humanitarian crises.

We belong to the larger Oxfam family of 22 organizations networked with partners and grassroots communities in over 70 countries. We are part of a global movement for genuine change, seeking to rid the world of the scourge of poverty, with gender justice at the core of what we do.

## OUR VALUES

**Equality.** We believe everyone has the right to be treated fairly and to have the same rights and opportunities.

**Empowerment.** We acknowledge and seek to expand people's agency over their lives and the decisions that impact them.

**Solidarity.** We join hands, support, and collaborate in working towards a just and sustainable world.

**Inclusiveness.** We embrace diversity and difference and value the perspectives and contributions of people and communities in their fight against poverty and injustice.

**Accountability.** We take responsibility for our action and inaction and hold ourselves accountable to the people we work with and for.

**Courage.** We speak truth to power and act with conviction on the justice of our causes.

## TEAM PURPOSE

To strengthen Oxfam Pilipinas' program quality, implementation, innovation, thought leadership, and influencing to achieve scale and create impact, in partnership with diverse organizations from the government, private sector, academe and civil society to achieve gender equality and empower all women and girls.

Ensure that Oxfam's Partnership Principles and Strategic Partnership Model are consistently embedded in our ways of working with the organizations that we are in partnership with.

Focus on building and sustaining strong and equitable relationships with all partner organizations in support of delivering high quality interventions through a shared vision and goals, and adding value in four key areas: linking and convening stakeholders for policy advocacy and program development/enhancement, facilitating technology transfer, building partner's capacity, and contributing to knowledge management by disseminating information, generating feedback and sharing lessons to diverse stakeholders.

## JOB PURPOSE

The **Communications Officer** provides communications and project support to the Policy Advocacy, and Communications team. The role contributes to strengthening Oxfam Pilipinas' campaigns, digital visibility, media engagement, and storytelling efforts.

S/he is a strong communicator passionate about social change, cares about Oxfam's mission to end poverty and is personally aligned to our feminist principles and values of empowerment, accountability and inclusion.

## CORE DETAILS

Location:	Quezon City, Philippines with remote work arrangement
Our package:	Oxfam offers staff a comprehensive benefits package including medical cover, life insurance, various types of leaves and learning and development opportunities.
Internal Grade:	D2 level (Full time) (PHP 44,951.15–PHP 49,446.26 gross monthly salary subject to withholding tax on compensation and statutory deductions)
Contract type:	Fixed Term (One year)

Hours of work:	 37.5 hours per week or 5 days in a week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage.
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This role reports to:	Policy Advocacy and Communications Manager  The post-holder will also have significant relationships with the PAC team, MELSA team, and other Oxfam units/staff.
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Staff reporting to this post:	None
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## DIMENSIONS

- Work patterns will not be overly defined and will require self-motivation and judgement from the post holder. The role is variable, but with well-defined targets and/or minimum standards, and is both proactive and reactive.
- Oversight of assigned project tasks, which will include active engagements with partners for institutional and project-related communications.
- Diverse and context analysis of thematic agenda of projects, requiring field experience, and understanding of development work, particularly on the assigned Project.
- Problems encountered are likely to be highly diverse and complex, requiring collaboration to resolve issues or problems collectively.
- Impact and influence will cut across Oxfam Pilipinas' portfolios, with active engagement with diverse partners from civil society, private sector, academe, and government; and working different Oxfam units/teams.
- Works in collaboration with different functional teams from the different portfolios and support units.

## KEY RESPONSIBILITIES

The Communications Officer will report directly to the Policy Advocacy and Communications (PAC) Manager in carrying out the following responsibilities:

### Communications strategy implementation

- Support to the organization and across portfolios/projects as may be assigned.
- Develop engaging multimedia content (social media posts, web stories, infographics, videos, and newsletters) aligned with Oxfam Pilipinas' campaigns and projects across portfolios/programs.
- Gather stories of change and success from project partners and communities.
- Package content for both internal and external channels.
- Support the production of communications materials, including brochures, posters, and other knowledge products while ensuring consistency of branding, tone, and messaging across all communication platforms.

### Digital and Media Support

- Support the management of Oxfam Pilipinas' website and social media platforms.
- Support the monitoring and analysis of digital performance using analytics tools (e.g., Meltwater, Meta Insights).
- Support media engagement and press events.

### Project Coordination

- Provide administrative and logistical support for communications events, workshops, and campaigns.
- Assist in developing advocacy and communications plans for specific projects.
- Support the timely delivery of project reports and documentation.

### Collaboration, learning, and other duties

- Coordinate closely with communications and program teams across portfolios.
- Support internal knowledge-sharing and documentation of learnings.
- Uphold Oxfam's code of conduct, safeguarding, and feminist principles in all work.
- In times of emergency and disasters, support humanitarian surge capacity.

## SKILLS, EXPERIENCE AND KNOWLEDGE

### Essential

- Bachelor's degree communications, journalism, development communications, gender studies, international studies, or related discipline.
- Minimum of three years in communication and media roles, with demonstrated expertise in development communication, digital content and social media management, and campaigns, preferably in collaboration with other organizations or partners.
- Experience in producing and designing communications materials including but not limited to primers, media releases, statements, brochures, social media posts, posters, banners, and reels.
- Ability to work independently with minimal supervision.
- In-depth knowledge in producing multimedia products and using software and other media monitoring tools and social listening platforms.
- Well-developed understanding of development and humanitarian issues in the context of the Global South.
- Demonstrated capacity to work collaboratively in partnership with experience of working with a wide variety of partners and integrating gender and diversity issues into influencing work or campaigns.
- Basic to intermediate knowledge in Adobe Creative Suite (Photoshop, Illustrator, InDesign, and/or Premiere Pro) or Canva and Microsoft apps (Word, PowerPoint, and Teams).
- Strong interpersonal skills and ability to work in multicultural settings.
- Excellent communication skills with fluency in written and spoken English and Filipino.

### Desirable

- Knowledge in Do-No-Harm principles and conflict sensitivity.
- Experience working with humanitarian, women's rights, or civil society organizations or communications or media companies.
- Familiarity with any of the key topics related to gender justice, climate justice, economic justice, peace, and human rights is a plus.
- Experience in using Meltwater and Mailchimp.

### Key Attributes

- Ability to demonstrate initiative and sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender equality, disability, and social inclusion (GEDSI) mainstreaming and diversity for all aspects of development work.
- Commitment to Oxfam's feminist principles and safeguarding policies to ensure all people who come into contact with Oxfam and its partners are as safe as possible.

## HOW TO APPLY

Applications must include a curriculum vitae and a letter of intent in a single file. Applicants may submit their applications to [ophrecruitment@oxfam.org.ph](mailto:ophrecruitment@oxfam.org.ph). Please use the email subject format: Position Applied For - Surname, First Name.