



The T.M.C. Asser Instituut is a research centre for international and European law with a high public and international profile. Its mission is to contribute to the development of international and European law by conducting independent fundamental research, policy-oriented research, and commissioned research, as well as by initiating and facilitating academic and expert meetings, (professional) education, and public events with a view to disseminating knowledge of international and European law.

The institute is seeking to fulfill the vacancy of a

Communications Manager for the
Global Counterterrorism Forum [\(GCTF\) Administrative Unit](#)

Starting date: 15 August 2024

Location: The Hague, the Netherlands

Appointment: 0.6 FTE = 22.8 hours

Salary: In accordance with the Collective Employment Agreement of the Dutch Universities (Scale 10) and dependent on knowledge and experience.

Position Summary

We are seeking an enthusiastic and hands-on **Communications Manager** with experience working in digital communications with international organizations or in government. The individual will be highly proficient in written and spoken English and have demonstrably strong organizational, intercultural and interpersonal skills, as well as being capable of multitasking and working under pressure.

The Communications Manager reports to the Head of the GCTF Administrative Unit and works closely with all other members of the team. The individual must be able to work independently and proactively on certain tasks, while on other tasks act as an active and flexible team member. The Communications Manager is willing and able to work irregular hours, including weekend days, when required, and to undertake travel abroad.

Tasks and Responsibilities

Preparing, planning, and delivering the communications on GCTF-hosted activities (e.g., plenary, expert and coordination meetings, workshops, consultations) abroad, in the Netherlands or virtually. Tasks include, but are not limited to:

- Drafting, posting, publishing, and disseminating web articles, social media posts, newsletters, and press releases.
- Managing interaction with social media audiences, and requests from the media and other relevant communications stakeholders.
- Designing visuals for digital communications.
- Maintaining and updating the GCTF website.
- Monitoring and improving the traction of the GCTF's digital communications

- Information management—creating, maintaining, and updating relevant files and documents, including guidelines and other procedural documents.
- Building and maintaining relationships with communications colleagues across the GCTF community and at all levels.
- Performing other job-related duties as assigned.
- All employees provide back up for one another.
- Represent the GCTF Administrative Unit when appropriate.

Requirements

Experience

- A relevant Bachelor's Degree or equivalent
- At least three (3) years of recent, demonstrable communications work in an international environment—experience organizing and delivering communications for on-site events and virtual events is a must.
- Experience in working in a multi-cultural and multilateral environment
- Competent working in a deadline-driven, fast-paced environment

Skills/Competencies

- Strong planning, organizational, time management, and negotiating skills.
- Critical thinking, active listening, good judgement, a problem solver.
- Interpersonal skills.
- Good written and verbal communication skills (English). Proficiency in other languages (particularly French and/or Arabic) is a distinct advantage.
- Drafting, writing, editing, and proofreading skills.
- Design skills – ability to work with Canva is a must. Ability to work with more advanced design tools (Photoshop, InDesign) is desirable.
- Photography and videography skills are desirable.
- Collaborative and supportive approach to teamwork as well as an ability to work independently with minimal supervision.
- Intercultural effectiveness.
- Flexible, ability to multitask.
- Ability to keep calm under pressure.
- Capacity to find creative solutions to any challenges that may arise.
- High level of integrity.
- Able to travel internationally.
- Willing to work the required hours to deliver an event in a diversity of locations worldwide.
- Candidates must have extensive practical experience with computer application such as Microsoft Office (Outlook, Word, Excel, Teams, etc.) as well as of various on-line platforms (Zoom, WebEx, etc).

The position will be for an initial period of two (2) years with the possibility of extension. The University of Amsterdam/T.M.C. Asser Instituut is the formal employer of all GCTF Administrative Unit staff. The salary and benefits are in accordance with the employment conditions of the Collective Labour agreement for Dutch Universities and the Institute.

Contact details

For more information about this vacancy, please contact us via e-mail headofunit@theGCTF.org. Interested candidates who are eligible to live and work in the Netherlands are invited to submit their curriculum vitae (required), motivation letter (required), and portfolio (optional) in English

(by email only) to the T.M.C. Asser Instituut, att. Julien Simon (Head of Operations & special Projects), po@asser.nl, mentioning "GCTF Communications Manager" in the subject line. All genders are encouraged to apply.

The deadline to submit applications is on **30 June 2024 (23:59 CET)**.

Selected candidates may be asked to complete a timed written assignment. Interviews will follow shortly thereafter. The successful candidate will ideally begin no later than 15 August 2024.

While we appreciate all expressions of interest, only short-listed applicants will be contacted. Employment agencies should not submit applications.