



**Position: Communications Officer**

**Company:** The ICMIF Foundation

**Reports To:** Project Manager

**Type of Employment:** Contractual (Part-time/full time) (15-35 hours a week)

**The organization:**

The ICMIF Foundation was established in 2015 to support mutual and cooperative insurers to develop and scale-up their microinsurance programs. It launched the 5-5-5 Strategy in 2016 to protect low-income communities from extreme poverty with microinsurance. In 2022, a public-private partnership between UNDP's Insurance & Risk Finance Facility (IRFF) and The ICMIF Foundation called the UNDP ICMIF Insurance Innovation Challenge (IIC) was launched to expand inclusive insurance coverage.

**The role:**

This presents a unique opportunity to join our team as we execute the communication plan for the rollout of the IIC projects. You will assist us in efficiently managing and enhancing the Foundation's communication strategy, ensuring timely and accurate dissemination of information to both Foundation and IIC stakeholders. Our communication efforts are vital in engaging ICMIF members to fund projects that resonate with their company values and demonstrate their dedication to making a positive impact beyond their local communities.

The tasks of the Communications Officer will include:

1. Update and maintain the Foundation's website, including adding new sections, keeping content regularly updated and organized, and writing and posting news articles, blogs, and updates.
2. Develop and implement a social media strategy to enhance network growth and engagement, posting updates, including photos and captions.
3. Develop strategy on use of AI to support content creation.
4. Manage communication and documentation processes, including developing communication templates, coordinating with stakeholders, collecting and organizing information on project activities, and compiling evidence of donor engagements.
5. Support the creation and regular updating of collaterals, such as videos, publications, and presentations.
6. Write and post news articles, blogs, and updates on the Foundation's website.

7. Conduct research on mutual microinsurance, creating a map of providers, products, and impacts, and cataloguing published information and related materials.
8. Organize and maintain a library of existing videos and photos.

**Rate per hour:** To be discussed and dependent on experience

**The profile:**

You will be a self-motivated and enthusiastic individual with strong communication and interpersonal skills who has experience in project/ knowledge management, report writing or media-related professions. Preferable to have knowledge or experience of cooperative and mutual insurance and specifically microinsurance. A very good command of English is necessary. The role can be carried out online. If you are interested in this position, please email your CV and covering letter including the expected rate per hour to [foundation@icmif.org](mailto:foundation@icmif.org).

**Closing date for applications: 28<sup>th</sup> June 2024 5pm BST**