

FAIRMED is an international development organisation based in Switzerland and was founded 1959. From a single-focused support to leprosy, FAIRMED has over the past 15 years shifted its overall goal and focus towards a comprehensive “Health for the poorest” including Neglected Tropical Diseases (NTD’s) and targets most marginalized, discriminated and/or vulnerable populations. FAIRMED runs branch offices and country programmes in India, Sri Lanka, Nepal, Cameroon, and Central African Republic, which are staffed exclusively by local professionals.

FAIRMED Foundation Sri Lanka is a local non-governmental organization working under the core thematic areas of NTDs and ‘Leave No One Behind’ (LNOB). The Office is situated in Colombo and has a long-detailed history of working with the Ministry of Health since 1981.

Job vacancy for: Communications Officer

The position is responsible for carrying out the organization’s Communication and Liaison related tasks and providing leadership in these areas. The Employee will facilitate and strengthen the organization’s internal and external communication systems, and create links between FAIRMED Sri Lanka and government, external agencies, stakeholders, related organizations/institutions and individuals. This role will also form a connection between FAIRMED Country Office and Project Offices to facilitate proper flow of information between these entities. The Employee will work closely with the other team members as relevant, and will report to the Country Coordinator.

Expected duties of the Communications Officer

The Employee will strengthen FAIRMED’s internal and external communication systems, support FAIRMED in developing institutional communication and advocacy initiatives, and manage the publication and dissemination of important promotional and branding items in the process of profiling FAIRMED to the public, government, partners, stakeholders and beneficiaries.

Major Job Responsibilities:

1. Create, define, share and maintain a proper channel of communication within and outside the organization to facilitate proper flow of information and updates regarding FAIRMED.
2. Be the focal point of communication for FAIRMED Sri Lanka to respond to internal and external queries in consultation with Country Coordinator.
3. Coordinate the production and distribution of communication materials for FAIRMED Sri Lanka such as organizational reports, publications, dissemination materials, press statements etc.
4. Support the Country Coordinator in creating and maintaining the reputation of FAIRMED with our partners, other INGOs, NGOs, government stakeholders, civil society networks and media.
5. Facilitate and manage branding of the organization by innovative methods to create a distinct image of FAIRMED in accordance with the standards of its headquarters. Ensure that FAIRMED Sri Lanka branding strategies are fully in line with its international standards and visual identity requirements. Create and manage contents for this purpose.
6. Maintain relations with key media persons, maintain a database of press contacts, and receive media enquiries. Take a lead in preparing press releases and organize press conferences as per organizational needs.

7. Represent FAIRMED Sri Lanka in different relevant forums and networks as and when required/assigned.
8. Prepare minutes of important meetings for organization record.
9. Support to generate and manage FAIRMED Sri Lanka website related work and maintain the social media channels in close coordination with FAIRMED staff.
10. Support Country Coordinator in tracking new opportunities for funding through call for proposals.