



Publications and Editorial Advisor MSF Access Campaign

Contract:	Long term - Full time position
Reporting to:	Senior Communications Manager, Access Campaign
Location:	MSF offices with Access Campaign presence - Paris, Geneva, Brussels, Amsterdam, Barcelona, New York, New Delhi, Johannesburg, Rio De Janeiro, Berlin.
Deadline for applications:	28 th August 2019

I. MSF ACCESS CAMPAIGN

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.

Created in 1999, the Access Campaign (AC) is an MSF advocacy entity guided by MSF's charter, and dedicated to serve MSF's social mission. Deeply rooted in MSF's medical operations, the AC works to tackle barriers to people's access to medical care, ensuring that quality products such as medicines, vaccines and diagnostics are available, affordable and adapted to people in MSF projects and beyond, now and for the future. The AC is hosted by MSF International, the legal entity that binds MSF's 21 sections, 24 associations and other offices together.

II. POSITION BACKGROUND

With a strong emphasis on writing and editing, the position is intended to bolster the editorial capacity of the existing MSF Access Campaign communications team, while also supporting other regular communications tasks and ongoing initiatives, projects and campaigns.

III. PLACE IN THE ORGANISATION

The Publications and Editorial Advisor reports to the Senior Communications Manager who oversees publications and digital communications. The Publications and Editorial Advisor will collaborate closely with the other members of the Access Campaign Communications team and will have extensive contact with members of the other Access Campaign functional teams: medical, pharmaceutical, and policy advocacy. There will also be contact with MSF colleagues internationally. The Publications and Editorial Advisor will collaborate with other members of the communications team.

IV. OBJECTIVES OF THE POSITION

The Publications and Editorial Advisor will work with the team to advance the Access Campaign's policy and advocacy objectives by creating effective communication materials, with a strong focus on managing the development and production of publications ranging from technical reports to campaigning materials. The Publications and Editorial Advisor will be a flexible team player, able to write and edit both short issue briefs and longer reports based on complex and often technical content, with fastidious attention to detail and accuracy; to write and edit materials in a variety of written formats that make creative use of the web, social media and other new media tools; and to manage production and dissemination of printed materials.

V. MAIN RESPONSIBILITIES

In collaboration with members of the Communications team, the Publications and Editorial Advisor will contribute to a range of activities of the Access Campaign communications team, with primary responsibilities as follows:

- Manage and lead on writing, editing and production of a wide variety of Access Campaign publications, including substantial advocacy and technical reports with complex medical or policy messaging, as well as shorter issue briefs and fact sheets;
- Advise Access Campaign dossier leads/teams on the planning, production and dissemination of research and analysis publications, including advising on (i) the most suitable publication formats to reach target audiences and achieve advocacy objectives, (ii) the structure and design of publications, and (iii) new formats for digital presentation of Access Campaign research and analysis;
- Engage with publication content leads to develop production plans, including definition of roles and responsibilities, timelines and budgets in line with the Access Campaign Research and Analysis Publication (RAP) planning process;
- Engage with management team and key stakeholders to continually refine and improve the RAP planning process, including integration with annual planning process;
- Collaborate closely within the Access Campaign communications team on planning and strategy to ensure Access Campaign publications are optimally leveraged and promoted in concert with Access Campaign digital and media strategies and communications initiatives;
- Support the design and development of policy advocacy materials in collaboration with Access Campaign management team and dossier leads (e.g. 2-pagers, policy briefs, open letters, op-eds, peer-reviewed publications);
- Maintain and continuously improve Access Campaign editorial standards and guidelines;
- Manage production, design, and distribution of publications through relationships with external service providers, including graphic designers, photographers, expert consultants, printers and other vendors and ensure delivery of high-quality, professional communications/marketing materials; and
- Engage with Access Campaign dossier leads and management team to develop and utilise shared metrics to measure impact of publications in achieving advocacy objectives.

VI. PROFILE REQUIREMENTS

Essential:

- A minimum of six years of diverse writing experience, ranging from longer technical reports to policy journal pieces, to materials for general audiences and/or the media, as well as writing for digital platforms;
- Demonstrated experience in the fields of access to medicines, global health, or the pharmaceutical industry;
- Native English speaker

- Ability to work with subject matter experts on compiling technical content into well-structured medical and advocacy publications;
- Experience drafting, writing and editing research-based materials;
- Fastidious attention to detail, with an ability to get materials ready for external release against tight deadlines, with impeccable accuracy;
- Strategic thinking and planning ability;
- Ability to work well as part of a small, geographically diverse team;
- Flexibility and ability to manage multiple tasks simultaneously;
- Demonstrated track record of problem-solving/seeking solutions to challenges;
- A track record of building and managing successful relationships with external stakeholders and/or the media; and
- Degree in international relations, political science, communications, health/medicine/science or law.

Desirable:

- Strong knowledge of print and marketing materials production and project management, including vendor management;
- Experience with public outreach/awareness-raising campaigns;
- Graphic design and/or layout skills; photo editing skills;
- Good presentation skills;
- Experience liaising with members of governments, pharmaceutical companies, NGOs, and/or multi-lateral organisations;
- Experience with MSF; and
- Ability to read and speak Spanish, French/other languages.
- Advanced degree in international relations, political science, communications, health/medicine/science or law.

[Apply here](#)

Only shortlisted candidates will be contacted

MSF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals with disabilities are equally encouraged to apply.