



Project Coordinator

(Apply by 30 April 2010)

The International Federation of Journalists (IFJ) is a non-profit global federation of journalists' trade unions, representing 600,000 journalists in 125 countries.

The IFJ Asia-Pacific office is the Sydney-based regional office of the IFJ for the Asia-Pacific region, working with staff and consultants in countries ranging from Afghanistan and India to the Philippines and Hong Kong.

IFJ Asia-Pacific coordinates campaigns and projects for journalists and journalists' organisations in the region, focusing on press freedom, trade unions, journalists' safety and human rights, journalism ethics and gender equity.

Job Description

This is a graduate entry-level position.

We are looking for a highly organised person who has experience in the areas of IFJ work or who has a background that indicates capacity to develop the skills necessary in a relatively short time, and who will rise to the demands and opportunities of working in a dynamic global organisation.

Depending on skills, experience and aptitude, the work includes a mix of the following:

- General administration of the regional office, including reconciling budgets.
- Assist to coordinate the IFJ human rights program, including monitoring and recording violations against journalists, conducting research, and writing reports and media releases.
- Support project work, including coordination of discrete projects and liaison with partners and funders.
- Coordinate logistical organisation and travel arrangements for international and regional events.
- Assist to coordinate applications for assistance from journalists who are experiencing violence or trauma in the region.
- Generate and prepare funding proposals; liaise with funding bodies.
- Support development and organisation of international and regional campaigns.
- Assist with publishing work, including liaison with designers and printers.
- Other work as required.

Selection criteria

We are looking for a self-motivated, highly organised and capable person, who has a high attention to detail, to help manage these activities and develop new projects in the region.

A keen interest in journalism and the news media, excellent communication skills, the ability to build strong relationships and to manage a diverse range of tasks are required.

As the IFJ is a global federation of journalists' trade unions, a commitment to the principles of trade unionism is required.



**International
Federation
of Journalists**

JACQUELINE PARK
IFJ Asia-Pacific Director
AIDAN WHITE
General Secretary

Skills in Excel and Word programs are necessary.

Experience in managing budget spreadsheets will be highly regarded.

Experience in web publishing programs will be highly regarded.

Experience and knowledge in human rights, international affairs and workers' rights will be highly regarded.

The ability to communicate in a language other than English, preferably an Asian language, will be an advantage.

Conditions:

The position is full-time and based in Sydney, with salary to be negotiated based on experience.

IFJ Asia-Pacific provides excellent leave entitlements and other benefits including five weeks' annual leave and 10 per cent superannuation.

The IFJ is an equal opportunities employer.

Applications should address the selection criteria and include a brief resume.

Applications should be sent in writing via email to ifj@ifj-asia.org with the subject heading "IFJ Asia-Pacific Project Coordinator", addressed to Jacqueline Park, Director, IFJ Asia-Pacific.

Applications close **30 April 2010**.

Asia-Pacific Regional Office
International Federation of Journalists
ifj@ifj-asia.org