



Job Description

Job title: Communication Manager of the International Association of Prosecutors

Reporting to: The President, Secretary-General and General Counsel (and through them to the Executive Committee)

Based at: Danish National Prosecution Service, Frederiksholms Kanal 16, 1220 Copenhagen K, Denmark

This job description is specifically aligned to the engagement agreement between the DPP Denmark and the IAP relating to the provision of communication officer services and in the event of the termination or variation of that agreement, this job description will need to be reviewed.

Primary-Responsibilities: Working in close collaboration with the President, Secretary-General, General Counsel and any other persons engaged by the IAP in the performance of such duties as may be assigned and are relevant to the role and set out in the annex to this job description.

Job Status: In accordance with the engagement agreement between the IAP and the Danish Director of Public Prosecutions.

**Qualifications
And Experience:**

- Work experience from an international environment.
- Self-motivated, flexible, creative, and an ability to work independently with minimal supervision and particular attention to detail.
- Excellent written and verbal communication and interpersonal skills with an engaging personality.
- An ability to operate effectively as an individual and as part of a team.
- An ability to establish and maintain effective and positive working relationships with people of different national, linguistic and cultural backgrounds.
- An ability to cope with competing demands, prioritize tasks and maintain an enthusiastic and positive approach to accomplish the assignments.
- Extensive experience with all Microsoft Office Products, Adobe Acrobat, Adobe Live Cycle Designer and Adobe Acrobat Distiller.
- It is essential to have extensive technical experience with the web content management tools such as HTML ASP.NET and PHP.

- Significant experience with image conversion (TIFF, BMP, PSD, JPG, GIF) for internet based utilization of Adobe Image Ready and Photoshop.
- Effective leadership and Project Management skills.
- Extensive experience in the design of information architecture and the navigation of websites with the ability to develop programs and ideas to improve websites.
- Detailed knowledge of internet based search engines with an ability to identify, recommend and develop technical solutions to enhance the final product.

Language: Fluency in English is essential. A working knowledge of other languages is highly desirable

ANNEX

Responsibilities of the Communication Manager of the IAP

The Communication Manager will at all times in performing his/her duties observe the Vision of the IAP and ensure that all activities are directed towards the achievement of the IAP objects in accordance with the current IAP Business Plan as agreed by the Executive Committee.

1. Communication and branding

- Draft the IAP Communication and Branding Strategy and deliver approved resolutions into electronic and other practical solutions.
- Contribute to the drafting of the Annual IAP Business planning process so that communication implications of activities are incorporated and costed.
- Support the implementation of programmes and projects as agreed by the members of Executive Committee.
- Interact and coordinate with IAP Project Groups regarding IT support (GPEN, PEP etc.).
- Provide advice and guidance on electronic communication matters to the Secretariat, Executive Committee and others engaged by the IAP to deliver its business.
- Develop relationships and communicate with related outside associations to ensure efficient, professional and positive outcomes regarding communication, support and activities.
- Research and report on changes in communication patterns to ensure such knowledge is factored into the planning of the association strategy, resources and procedures.
- Maintain, report and advise on equipment and software suitable for membership development and communication in general.
- Lease with SG and GC anticipating Expense Account re; communication matters (maintenance and development of systems).
- Support IAP officers building the IAP brand awareness and reputation.
- Develop and cultivate strong relationships with peers in the Association Community with a view to recognize new opportunities to attract and recruit members (attending “Association Day” during IMEX).

2. IAP Website

- Coordinate and enhance the development of the IAP website in accordance with the IAP Secretariat.
- Regularly update website content and expand website links in agreement with Secretary General or General Counsel.
- Maintain, monitor and improve the technical aspect of the IAP website and perform user friendly navigation and browser compatibility.
- Maintain and create tracking mechanisms and perform continuous quality-control.
- Monitor visit statistics of the website to determine if it needs to be upgraded to handle increased volume.
- Monitor traffic to determine how often various pages, features and links are accessed to make it more appealing and functional.
- Keep abreast of new technology.
- Implement ongoing developments and projects on the IAP website.
- Report on activities and project developments.
- Develop and maintain member's electronic communication tools.
- Liaise and coordinate with the website programmer (day to day support and developments).

IAP Sister Sites

- Project manage the development of "Sister Website Administrations", providing forward costing estimates and reporting to Secretariat and Executive Committee on progress, milestones and timeline.
- Oversee language and Communication translation issues and activities as necessary to enable effective relations, distribution and integration of material.
- Draft and update Operating Manuals for Sister-Site Managers.
- Design training courses and programmes for Sister-Site Managers.
- Administer the GPEN website and the administration system in accordance with the GPEN Development Board..

3. Electronic Administration System (IAP Contact Persons)

- Coordinate and ensure the quality of the membership application system.
- Develop and maintain internal and external databases of experts.
- Advise IAP Contact Persons on duties and the maximum use of website products (ensure alignment with IAP Projects and Strategies).
- Receive and respond to requests from IAP Contact Persons and GPEN Board Members.
- Draft and update Operating Manuals for IAP Contact Persons.
- Plan, organize and deliver training sessions for IAP Contact Persons (preferable during RC).

4. Executive Committee, Senate and General Meeting

- Report on communication matters and activities as set out in this annex twice per year.
- Assist President, Secretary General and General Counsel when/if requested (minutes of Executive Committee Meeting, General Meeting, preparatory meetings etc).
- Operate and regularly update the Executive Committee Forum including uploading and organise Meeting Package material, and monitor a discussions forum.
- Operate and update Senate Member Forum.
- Register and provide immediate access to new Executive Committee Members including updating profile on outgoing members.
- Assist Ex. Co. Working Group with technical support (Developing Discussion Forum etc.).
- Manage/update/design electronic (online) templates for the efficiency of the committee and Working Groups (Activity Reports/conclusions).
- Review Benefits Leaflet annually and update as necessary in conjunction General Counsel.

4. IAP Activities (conference related functions)

- Review the IAP Conference Manual for agreement with Executive Committee.
- Prepare and collect conference statistics (Annual and Regional Conferences) for benefit of hosting offers.
- Keep the Conference Manual Collection updated and available for future conference hosts.
- Make available the IAP Conference Manual and IAP conference traditions, policies and procedures to candidate/bidding hosts.
- Develop, maintain and update the future electronic IAP Activity Calendar.
- Assist hosts with communication activities and publicity.
- Upload Conference Documentation/Speeches on the IAP website.
- Select and upload conference photographs on the IAP Website Gallery (photo book).
- Assist and perform onsite administrative matters (updating payments/membership profiles and producing ID cards) when required in partnership with IAP Office Manager.
- Network and Communicate with IAP Contact Persons and members to enhance the IAP Communication Platform and spot new opportunities to recruit members in partnership with IAP Office Manager.
- Play an active role in the network promoting.
- Assist General Counsel (liaising with interpreters and technical staff).

5. Representation

- Attend Annual Conferences in order to enable delivery of communication services and responsibilities as set out above, in particular to connect with membership in order to determine membership needs and expectations in regard to website, and to collect and collate conference data.
- Attend Regional Conferences as required in consultation with President and Secretary General in order to enable delivery of communication services and responsibilities as set out above, in particular to connect with membership in order to determine membership needs and expectations in regard to website, and to collect and collate

conference data.

- Attend Executive Committee Meetings and Annual General Meetings in order to discharge responsibilities related thereto as set out above.
- Attend meetings and working visits to the IAP Secretariat in The Hague and/or President and General Counsel office locations when required in order to discharge responsibilities as set out above.
- Attend Project Group related meetings/training activities when required in order to discharge responsibilities as set out above.
- Attend other IAP related events when required in order to discharge responsibilities as set out above.