



Job Description:

Company: International Medical Corps.

Job Title: Communications Assistant .

Contract type: Special Service Agreement.

Duty Station: Syria Damascus (Main Office)

Number of Vacancies: 1

Application Closing Date: September 12 ,2026, 4:00PM.

Assignment Purpose: The function of the Communications Assistant is to provide communications and multimedia production support to Health, Protection and Mental Health program in Syria, including graphic design, video editing, photography, content creation, social media materials and support to the development and dissemination of visibility products.

Key Tasks / Deliverables:

- Design high-quality digital and print materials, including social media graphics, posters, flyers, banners, infographics, presentations and other visibility materials.
- Support the development of audience-appropriate communications and visibility materials.
- Edit and produce short-form and long-form video content, including filming, video editing, subtitling, basic motion graphics, sound editing and formatting for different platforms.
- Develop creative social media content, including captions, visual assets, short videos/reels, stories and other platform-specific content.
- Support photography and visual documentation of program activities, including taking photographs, selecting appropriate images, basic photo editing and maintaining an organized photo archive.
- Provide administrative and logistical support to communications activities, including logistics arrangements, coordination with suppliers and service providers and other administrative tasks as required.
- Maintain organized archives of photographs, videos, design files, and other communications materials, ensuring appropriate file naming and storage.
- Support content production and communications tasks as required.

Required Qualification, Skills, and Experience:

- Bachelor's degree in communications, Media, Graphic Design, Journalism, Multimedia, Marketing, or a related field, or equivalent professional experience.
- At least one year of relevant professional experience in communications, graphic design, multimedia production, video editing, content creation, or a related field.
- Understanding of communications, branding, visibility, and visual identity standards, preferably within humanitarian/development or non-profit contexts.
- Strong skills in video editing and post-production, including experience with tools such as Adobe Premiere Pro, Final Cut Pro, After Effects or equivalent software.
- Strong skills in graphic design software, particularly Adobe Photoshop, Illustrator, InDesign, Canva, or equivalent tools.

Ability to work independently, manage multiple assignments and deadlines, and respond effectively to changing priorities.

○ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

○ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

To apply for this vacancy please click on the following link and fill in the required information:

Damascus : <https://enketo.ona.io/x/ahg5IUHl>