

Humanitarian Communications Consultant

Deadline: 3rd January 2026, with rolling review. Please apply early as this post may close early if enough suitable candidates are shortlisted.

Background

The International Planned Parenthood Federation (IPPF) is a global leader in sexual and reproductive health and rights (SRHR), working before, during, and after crises to ensure people can access life-saving care. IPPF's Humanitarian Team supports Member Associations worldwide to deliver sexual and reproductive health services in some of the most complex and challenging humanitarian contexts.

Communications is central to this work – from preparing high-quality materials for donors, to engaging media, to amplifying rights-based, feminist, and inclusive approaches to humanitarian response.

IPPF is seeking a **part-time humanitarian communications consultant** to support humanitarian programmes.

Scope of Work

The consultant will work closely with the Senior Humanitarian Communications Advisor and will contribute **according to their specialisms**. Activities could include:

- **Writing and editing:** draft, edit, and finalise humanitarian communications products including factsheets, web articles, and press releases ensuring **gender-sensitive, LGBTQI-inclusive, and ethical communications**.
- **Social media:** develop and adapt humanitarian content for IPPF's channels, ensuring humanitarian updates are timely, consistent, and engaging.
- **Knowledge management & systems:** organise and maintain humanitarian communications assets, including caption sheets, uploading to story banks, image libraries, and templates.
- **Multimedia:** Captioning and processing photography, editing b-rolls and Canva design work.
- **Media relations & placement:** support outreach to journalists, draft and pitch op-eds and articles, and identify opportunities for humanitarian coverage.
- **Contribute to messaging** and materials for donor and advocacy events.

Timeframe & Commitment

- **Approx. 12 days per month (TBD)** International, remote, flexible is working possible. Note that you will be working closely with regional communications staff across the world and the full-time Senior Humanitarian Communications Advisor who is based in Malaysia (MYT timezone)
- Initial period of **6 months**

Profile of Consultant

Essential:

- Demonstrated experience in **humanitarian communications within a large INGO or organisation**
- Excellent **writing and editing skills** with ability to adapt style for different audiences.
- Experience with **social media content creation** and trends.
- Strong understanding of **gender, SGBV, SRHR, and LGBTQI+ inclusion** in humanitarian settings.
- Commitment to **ethical, inclusive, feminist, and rights-based storytelling**.
- Strong organisational skills, with the ability to deliver to tight deadlines.

Desirable:

- Knowledge of **SRHR in emergencies** and humanitarian systems.
- Familiarity with **donor communications** and reporting.
- Experience working with diverse international teams.
- Experience of **commissioning** and briefing creative consultants (e.g. filmmakers, photographers, editors)
- **Design** and layout skills (e.g. Canva, PowerPoint, InDesign).
- Familiarity with **media outreach and placement** processes.
- Languages (Arabic, Spanish or French)
- Basic web skills (uploading articles, Mailchimp etc)

Application Process

Interested consultants are invited to submit:

- A **CV** highlighting relevant experience.



- **2–3 examples** of recent work (e.g. article, report, press release, social media content).
- A **short cover note** (max. 1 page) outlining your skills and availability.
- Your expected **day rate** in USD excluding VAT. Where applicable, VAT should be shown separately.
- Application materials should be sent to submitted to Eseajobs@ippf.org with the subject line “Application: Humanitarian Communications Consultant”.
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Applications are particularly encouraged from candidates openly living with HIV. IPPF is committed to equal opportunities and cultural diversity.

Candidates from all sections of the community are welcome to apply.