



30 APRIL 2026

# Job Title: Associate Manager, Communications

**Location:** Geneva, Switzerland

**Reporting Line:** Executive Director, Communications and Strategy

**Employment Type:** Full-time

**Publication Date:** 8 May 2026

**Application Deadline:** 15 June 2026

**Start Date:** asap

## Primary purpose of the position:

The Associate Manager, Communications, contributes to advancing IFPMA's strategic communications, supporting priority policy areas, delivering high impact content, and ensuring coordination across policy, advocacy, and member-facing activities.

The role supports communications deliverables in a number of policy areas, including external statements, media management, website copy and broader policy communications.

The role also supports the Executive Director, Communications and Strategy to ensure visibility and accountability for IFPMA's performance against our 2030 Strategy and related priorities.

## Key responsibilities

- Coordinate planning and delivery of communications deliverables linked to priority policy areas, including statements, Q&As, op-eds, newsletters, website updates, social content, member briefings, and publications.

- Work with Communications colleagues to support the delivery of key milestone events and governance meetings, including briefing materials.
- Provide oversight of key member communication channels and products, including:
  - Monthly IFPMA Communications Network meetings
  - Delivery of IFPMA's Weekly Member Newsletter
  - IFPMA's daily Press Review, including media monitoring inputs
- Support proactive and reactive media engagement, message development, and external positioning, and tracking of coverage relevant to IFPMA priorities.
- Maintain and update core communications infrastructure, including communications contact databases, as well as subscriptions and services, supporting efficient coordination and renewals.
- Support stakeholder and issue mapping to inform wider IFPMA advocacy and communications priorities.
- Contribute to internal performance tracking against IFPMA's 2030 Strategy, including support for internal meetings, trackers, inputs to annual reports, and other monitoring tools as required.
- Contribute to a collaborative team environment that integrates policy communications, digital communications, events and advocacy.

## **Qualifications & Requirements**

### **Essential experience**

- Demonstrable 3-5 years experience in corporate communications, public affairs, or strategic policy communications.
- Demonstrated ability to support complex, multi-stakeholder projects under tight timelines.
- Strong judgement and ability to translate technical content into compelling external positions.
- Experience working in global health, life sciences, policy, or multilateral environments preferred.

### **Skills & competencies**

- Professional knowledge that can be obtained through an undergraduate degree or an apprenticeship and additional certified qualifications.
- Strategic thinking, structured communication, clear priority-setting.
- Strong writing and editing skills across multiple formats, with proven ability to tailor messaging depending on audiences.

- Ability to navigate matrixed teams and influence without authority.
- Strong organizational skills, confident managing high-pressure deliverables.
- Excellent interpersonal and cross-cultural communication skills.
- Fluent in English (oral and written); other languages (e.g. French) are an asset.
- Candidate must hold an EU passport or otherwise demonstrate the legal right to work in Switzerland.

As an organization driven by our values of Integrity, Respect and Excellence, IFPMA welcomes diversity and fosters an inclusive workplace where individuals are valued and empowered to thrive. We encourage applications from all qualified candidates regardless of race, gender, ethnicity, sexual orientation, religion, or disability.

Applications for the position (CV incl. motivation letter in English) should be provided to [job@ifpma.org](mailto:job@ifpma.org) by 15 June 2026.