



CALL FOR CANDIDATURES: Professional Assistant -Digital Communication
UfM/LP/2017/004 (Internal and External)

1. Subject:

The UfMS is seeking to incorporate a Professional Assistant -Digital Communication at its headquarters in Barcelona from an UfM member state. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job Description			
Job Title:	Professional Assistant – Digital Communication	Reports to:	Head of Communication and Public Affairs
Division/Department:	Communication and Public Affairs Unit	Category: Gross Salary	Local Staff EUR 36.000
Summary			
The Communication and Public Affairs Unit is looking to recruit a Digital Communication Assistant to update and improve the UfMS website, contribute to online campaigns as well as develop its social media channels. The Digital Communication Assistant will actively contribute to expanding UfM's visibility and maximising communication results by ensuring publication on the different UfMS online channels, assisting in the development and implementation of communication plans for the promotion of UfM projects, initiatives and event, in line with adopted global and specific objectives.			
Primary Responsibilities			
● Assist in the development and implementation of communication plans for the promotion of UfM projects, initiatives and conferences, following adopted global and specific objectives. ● Align digital communications strategy with institutional strategy and priorities ● Define, launch and manage procurement procedures for the provision of digital communication services (including web hosting, digital technical support, among others) ● Prepare and present monthly and quarterly reporting ● Maintain a library and archive of all multimedia materials – photo, video, web-based applications, etc. ● Write content for digital communication channels (including web and social media) and other communication materials ● Assist in the development of communication tools and publications ● Ad-hoc related tasks required by the line manager			
<u>UfMS Website</u>			
● Manage and keep the UfM website updated in three languages, ensuring perfect user experience and facilitating navigation through related contents. Coordinate new features and developments.			



- Write content for the website including web stories, project pages, sectorial and generic pages. Revise translations.
- Produce high-quality, shareable multimedia content, including infographics, videos, banners and other digital media content for specific events, activities, projects and for general branding purposes within the Organisation

Social Media

- Develop and implement social media strategy
- Write and generate content for the different social media channels. Establish a centralised editorial calendar and work across internal teams to coordinate content creation and publication
- Produce detailed social media reports
- Assist in planning and promoting employee and stakeholders engagement
- Manage the live coverage of UfM activities and events through social media
- Maintain Flickr and youtube constantly updated with the photos and videos of UfM activities

Database and Emailing

- Coordinate the UfMS institutional database
- Coordinate the design, content creation and e-mailing of the quarterly UfM e-newsletter, as well as of sectorial e-mailing campaigns.

Qualifications, Skills and Relevant Experience

Qualifications

- University degree in digital communication, social media, journalism, international relations, or other relevant discipline.

Experience

- 3 years of experience in digital communication, including experience with web content management software (i.e. Wordpress), in Social Media management and demonstrated knowledge of basic HTML and Google Analytics
- Experience in coordinating e-mailing campaigns
- Experience with industry design tools, i.e. Adobe Creative Suite
- Experience in online graphics, video, and informational design, i.e. infographics
- Experience in contract management, particularly public tenders would be an asset
- Experience in database management, CRM would be an asset
- Experience in international organizations, institutions, Ministry of Foreign Affairs or Embassies would be an asset

Skills

- Ability to effectively communicate information and ideas in written and verbal format
- Excellent organizational skills, ability to manage multiple projects and to handle stress
- Team spirit and enthusiasm, ability to build consensus and work effectively within a cross-departmental team.
- In-depth knowledge and understanding of current digital communication platforms and ability to pick-up new tools quickly

Languages

Essential: Excellent level of at least two of the three working languages of the UfMS (English, French and Arabic) with excellent writing skills.



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2. Submission of applications:

Please read carefully the following information and send a complete application in English to the following address:

- hr.recruitment@ufmsecretariat.org

The complete application includes:

- **A detailed curriculum vitae in English**
- **A motivation letter in English in a separate document** including a clear mention of the profile applied for. Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage.
- **Samples of online productions**

3. Submission Date:

Complete applications must be submitted by **28th February 2017 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.

We can only consider applications from nationals of UFMS Member States.