



Junior Communication Officer - Interreg MED projects

Job details

Contract type: fixed-term contract, Full-Time

Start date: **30 September 2018**

Duration of the contract: till 31 December 2019, possibility of three-year renewal

Salary: to be negotiated according to experience

Location: Rome, Italy

Education level: master's degree

Experience level: > 2 years

Deadline for application: 14th September 2018

Job description

UNIMED - the Mediterranean Universities Union is a network of 112 Universities of both shores of the Mediterranean basin whose headquarter is in Rome. Its main mission is to support its associates in developing international partnerships and to facilitate the sharing of knowledge and competences. UNIMED is also actively engaged in running EU-funded projects, it currently is in 28 projects, and it is now in three Interreg MED projects respectively on Urban Transports (GO SUMP), Sustainable Tourism (BleuTourMed_C3) and Biodiversity Protection (PANACeA). In these three projects UNIMED is mainly responsible for the Communication Work Package while giving a great contribution in community building and capitalisation activities too.

The Junior Project Officer will integrate the UNIMED's team in achieving the expected results and objectives of the Interreg MED projects while respecting the budget and the timeline set by the partnership. The candidate will also give its contribution to the current activities of the UNIMED network by helping in sharing knowledge and information amongst the associated members. Most notably, the candidate will work under the supervision and responsibility of

UNIMED Director and of the Interreg MED Projects' Communication Manager and Project Manager.

Most notably the candidate will be in charge of the following tasks

Liaising the community building activities with the communication actions of Urban Transports, Sustainable Tourism and Biodiversity Protection communities by:

- < monitoring the news production and social media accounts of the Modular Projects of Urban Transports, Sustainable Community and Biodiversity Protection communities

- < monitoring the news and opportunities of the main institutions and stakeholders of the Mediterranean sustainable urban mobility, tourism and biodiversity protection sectors

News and social media production

- < writing/editing and curating news and social media posts relevant to the three communities via all their communication channels

- < constantly monitoring the on-line presence and reputation of the three MED Communities

- < representing UNIMED in the three projects when requested by the team

- < news coverage, facilitation and notes taking during the events of the three communities

- < editing and layout of the newsletter of the MED Projects

- < designing banners and images for social media

Media relations for the three Communities

- < building and updating a data base of media contacts

- < writing press releases on the communities' main events and outputs addressed to Media

- < responding to Media requests and inquiries

Liaising the Med Projects with UNIMED network:

- < sharing relevant news and knowledge produced in the three MED Communities with the rest of the UNIMED Team for further dissemination throughout the UNIMED Network according the priorities set by the UNIMED Communication Team



Project management:

< participating to the partners meeting and the UNIMED Team meetings whenever needed and requested by the UNIMED's MED Project Manager and Communication Manager

Skills and competences

The ideal candidate should have the following skills and competences:

- < at least two-year experience in multimedia communication
- < higher degree in international relations, communication, or journalism
- < excellent oral and written presentation skills
- < fluency in English compulsory and knowledge of French can be an advantage
- < self-motivation and ability to work autonomously
- < an eye for detail and accuracy in keeping the documentation updated
- < excellent knowledge of Microsoft Office package
- < good knowledge of Adobe Illustrator/photoshop/InDesign and video editing platform

How to apply

Applications must be sent to e.mariani@uni-med.net no later than **14th September 2018** and should contain a motivation letter and an EU format CV.

Reference: application Junior Communication Officer – Interreg MED Projects