



VACANCY Notice

1 unit in charge of the communication activities

Position: Communication officer, full-time

Field of Work: Internationalisation of Higher Education, Communication

Closing date: 15/11/2024

Expected start date: 01/01/2025

Please note that only suitable candidates will be invited for an interview within the end of November 2024

1. About UNIMED

UNIMED - Mediterranean Universities Union, founded in October 1991, is an association of Universities from the countries of the Mediterranean basin and beyond and currently counts 168 Universities coming from 25 countries.

UNIMED acts in different scientific fields and its aim is to develop research and education in the Euro-Mediterranean area in order to contribute to scientific, cultural, social and economic cooperation.

UNIMED carries out the following activities in favour of the associated Universities:

- Promoting the international scope of the members;
- Promoting access to the activity of project design and fund raising: information on the calls for proposals and the opportunities provided by international organizations and institutions; finding partners; technical assistance and project design and management;
- Putting in place activities of communication and promotion of projects and scientific and cultural initiatives of the members;
- Promoting the mobility of students, researchers and administrative and academic staff;
- Providing technical assistance to universities and international relations offices in the management of international projects;
- Organising a Sub-Thematic Network to encourage scientific cooperation in specific sectors;
- Organising academic conferences, debates, seminars and roundtables at national and international level;
- Promoting research and training projects among the members.

Through the many initiatives carried out over three decades, UNIMED has promoted collaboration between the universities of the Mediterranean, becoming a point of reference of international university cooperation.



2. Core Functions / Responsibilities

The person we are looking for will support outreach activities, including writing and editing, social media, media engagement, stakeholder engagement, presentations, events, and more. He/she will have the opportunity to apply hands-on communications skills daily, working closely with subject matter experts.

This role requires someone who is a strong writer, creative thinker, organized, detail-oriented, and enthusiastic.

The post holder will work with the Communication Team and Project Managers and under the supervision of the Communications Manager.

Here below are the core responsibilities of the person in charge:

- Help develop communications strategies and messages to support UNIMED papers, reports, announcements, and events;
- Coordinate communications activities across the UNIMED different international cooperation projects (mainly funded in the framework of ERASMUS+ and Interreg Euro-MED programmes) and work closely with UNIMED Communications team;
- Write and edit blogs, PPT presentations and other communications materials;
- Develop and implement social media strategies on X, Facebook, LinkedIn, etc.;
- Manage internal and external event/milestone calendars;
- Support communications toolkit preparation for key activities;
- Support email campaigns including newsletters;
- Monitor the communication activities and KPIs;
- Support media research and outreach including monitoring for opportunities, tracking news stories, preparing regular reports, writing pitches, and responding to incoming requests;
- Support basic design projects including photo selection, social media graphics, photography, video editing, etc. as needed;
- Perform other related duties as assigned to ensure the efficient and effective communication of UNIMED.

3. Required Qualifications and Experience

Education

- A Master's Degree in the field of communication, advocacy, international cooperation is required or equivalent work experience in a newsroom or in communication departments.

Skills required

- Excellent writing and editing skills (website contents, news, articles, newsletters, social media);



- Good command of CMS platforms and analytics tools;
- Good command of graphic tools (Adobe illustrator, Indesign, Photoshop, Canva);
- Good command of video editing;
- Good command of email campaigns tools (Mailchimp, ZohoCampaigns, etc);
- Good command of social media platforms and analytics tools;
- Highly motivated, proactive work style with excellent organizational skills;
- Ability to juggle multiple projects and meet deadlines;
- Demonstrated ability to work effectively in a fast-paced office environment, both independently and as part of a team.

Experience

- Minimum of three years of experience of full time, relevant experience in a similar role in a no-profit association, university, international organization, NGO and/or EU institutions. Internships may be counted towards this requirement;
- Previous experience of work coordination with external providers (web developers, graphic designers);
- Previous experience in the field of international cooperation and/or university cooperation would be an asset.

Language knowledge

- Strong written and verbal communication skills in English and French (minimum level B2 of CEFR). Knowledge of Italian is desirable but not compulsory.

4. Type of Contract

The successful candidate will either be offered an apprenticeship contract or a permanent employment contract based on his/her qualifications, experience, and fit for the role.

The position is full time (40h per week).

The salary for this position will be commensurate with the candidate's experience.

5. Duty station

Rome, Italy (with possibility to work partially remotely).

6. How to apply



Applications must include:

- A CV;
- A cover letter.

Deadline for receipt of applications: 15/11/2024

Interested candidates are invited to submit their applications via email to: **unimed@uni-med.net**

The reference *Application Communication Officer Name Surname* must be clearly indicated in the email subject.

All applications will be treated confidentially and by respecting the privacy of the candidate.

7. Contact

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