



**INTERNATIONAL ASSOCIATION
ASSOCIATION OF INTERNATIONAL
UNIVERSITIES DES UNIVERSITES**

INTERNATIONAL UNIVERSITIES BUREAU BUREAU INTERNATIONAL DES UNIVERSITES

**VACANCY: COMMUNICATION AND MEDIA OFFICER /
CHARGE(E) DE COMMUNICATION ET MEDIA**

Starting Date: ASAP
Deadline for applications: 15 February 2023
Working hours: 35 hours a week
Contract: permanent position

ABOUT IAU

Founded in 1950 under the auspices of UNESCO, the International Association of Universities (IAU) is the global voice of higher education offering a global forum for leaders of institutions and associations to discuss and debate higher education at the global level. It is an independent, bilingual (English and French), non-governmental membership organization. It offers special services to its Members and serves the higher education community at large. For more information see www.iau-aiu.net.

ABOUT THE POSITION

This is particularly exciting time to be joining the IAU Secretariat.

Reporting directly to the IAU Secretary-General/Executive Director, the position of Communication and Media Officer works directly with all IAU staff across a wide range of activities.

The successful candidate will develop, coordinate and implement IAU's overall communication strategy reaching out to its Members and the world of higher education more generally.

This overall aim is to communicate IAU's relevance and strengthen IAU's outreach, brand and visibility across the global higher education sector and beyond.

Responsibilities

I - Communication with Members, the HE community around the world and Partners

- Develop and manage communication campaigns to enhance the visibility of IAU's programmes, activities, and services
- Work on membership development and contribute to IAU's Community Engagement Strategy
- Collaborate on a brand development strategy in line with IAU's strategic plan, values and activities
- Manage internal and external communication with IAU target audiences through the implementation and/or improvement of communication and information tools
- Liaise with IAU senior staff to develop materials that convey the organisation's policies, statements, and positions

II - Media relations

- Develop an IAU media presence (Twitter, LinkedIn, press, other)
- Develop media contacts
- Write press releases / press kits

III - Outputs to be managed

- Mass mailings, E-Newsletters, news updates
- The website, leaflets, brochures, reports, etc.

PROFILE

- Professional experience in communication (at least 3 years of professional experience in a similar level position in communication); Master's degree in Communication /Journalism or equivalent an extra asset
- Excellent written and oral communication skills in English; proficiency in French; fluency in other languages an asset
- Good understanding of the work of IAU, UNESCO and other multilateral bodies, and familiarity with the higher education sector in general
- Experience of working in an international context; knowledge of the NGO sector an additional asset
- Quick learner, ability to transform complex subject-matter into accessible and engaging text
- Dynamic, with good inter-personal /inter-cultural skills, positive attitude; team-player, proactive and inquisitive mindset; able to manage multiple priorities simultaneously
- Professional experience with social and traditional media
- Skills in graphic design, animation and/or video are an asset.

ABOUT THE SELECTION PROCESS

Please send your **CV and cover letter** to Ms. Angella NINO; Manager, Finance and Administration (a.nino@iau-aiu.net) by **20 February 2023** with "Candidacy Communication and Media Officer" in the subject line.

We recommend early submissions. Interviews will take place on a rolling basis until the position is filled. We aim to start the contract asap.