VACANCY: Manager, Communication and Media – M/F

Contract: permanent
Starting Date: ASAP
Deadline for applications: 04 October 2020
Working hours: 35 hours a week
Working conditions: shared offices

About IAU
The IAU is an independent international NGO bringing together higher education institution (HEIs) from around the world. The offices are located in Paris, at UNESCO Headquarters. IAU encourages debate and action on key issues related to higher education. IAU also offers its Members and the worldwide higher education community a set of services as well as a forum for discussion. More information on www.iau-aiu.net

Missions
The Manager, Communication and Media reports to the IAU Secretary-General/Executive Director and works in collaboration with all IAU staff Members.
The successful candidate will develop, coordinate and implement IAU’s overall communication strategy to Members and further afield, to the world of higher education. This strategy aims to strengthen IAU’s image, visibility and attractiveness within higher education and beyond.

I - Communication with Members, the HE world and other stakeholders
• Ensure regular and effective communication with IAU target audiences through the implementation and/or improvement of communication and information tools. Follow up on the various communication campaigns
• Enhance the visibility of IAU’s programmes and services
• Ensure consistency of the IAU image: graphic identity, editorial style etc.
• Participate in strengthening and monitoring of partnerships in relation to Programme/Project Managers
• Writing press releases or press kits (occasional)

Tools: website (bilingual English/French), pamphlets, brochures, reports, IAU Horizons magazines, e-bulletin

II - Contribute to Membership development campaigns
• Help to develop IAU Members and Community Engagement Strategy
• Assist with membership development
• Assess and administer membership application files

III - Media relations
• Develop an IAU media presence (Twitter, LinkedIn, press, others)
• Help develop media contacts

Profile
Dynamic, with good inter-personal /inter-cultural skills, positive attitude, ability to work both independently and within a team, able to manage multiple priorities simultaneously
Excellent written and oral communication skills in English and in French
Understanding of the work of IAU as well as other NGOs, UNESCO and other multilateral bodies, and the word of higher education in general
Experience in an international context
Good overall culture of different media levers, excluding media
Master’s degree in Communication/Journalism or equivalent
3-4 years of professional experience in a similar level position in communication

Contact
Please send CV and Covering Letter to Ms. Angella NINO a.nino@iau-aiu.net