

MED Programme 2014-2020

Job profile: Communication Officer

ROLE Communication Officer
RESPONSIBILITY Ensure communication of the MED Programme based on the realisation of the communication strategy
TASKS <ul style="list-style-type: none">○ Develop, update, implement and evaluate the communication strategy of the Programme in line with the programme strategy and in relation and coordination with concerned programme actors (transnational bodies, participating countries, projects, European Commission, other cooperation programmes, INTERACT, etc.);○ Ensure the visibility of the MED Programme towards various groups in a targeted and thematic approach;○ Collect, organise, edit and disseminate efficiently the information on the Programme, its themes and its projects;○ Actively participate in the network of communication officers of ETC programmes;○ Ensure the availability and internal and external accessibility of information related to the development and results of the Programme and its projects;○ Develop programme communication tools with a focus on online tools and social networks;○ Develop and manage the Programme's online communication: updating the website, 'community management' of different groups (thematic and/or general);○ Communication and coordination with web and software developers;○ Development and realisation of multimedia tools and/or publications: graphical elements, audio-video editing and other products;○ Production of Programme publications (online and paper), including all stages from the conception, to the collection of data and information, writing to edition and illustration;○ Support final beneficiaries in the dissemination of information about their projects (strategic support during the development and implementation of communications plans as well as technical support for the use of Programme tools, social networks etc.);○ Ensure capacity building within projects in terms of communication (through online support guidance, conception and realisation of communication trainings and individual counseling);

- Conception and organisation of Programme events (of various kind and format: international conferences, thematic workshops, trainings etc.) in coordination with stakeholders of the Programme;
- Promotion and representation of the Programme and its projects at external events in various European countries;
- Participate in drafting of annual and final implementation reports, preparation of transnational programme meetings and other JS team tasks;
- Foresee frequent travels and missions (participation in monitoring committees, internal project meetings, external conferences ...);

COMPETENCES REQUIRED

- Higher university education in the field of information and communication;
- Experiences gained during at least five years in the fields of communication, information and publishing;
- Professional experience of institutional communication within an international context;
- Good knowledge and/or willingness to learn about the programme themes and policies and territorial characteristics of the cooperation area;
- Good computer skills concerning online communication: Content Management System (TYPO3, WORDPRESS, JOOMLA), social networks, online tools;
- Good knowledge of graphic and multimedia tools: ADOBE ILLUSTRATOR, PHOTOSHOP, PREMIERPRO;
- Editorial and relational facility;
- Ability to listen, to work in a team and to adapt to specific needs;
- Resistance to stress;
- Reactivity, autonomy, strength of taking initiative;
- Dynamic, open minded and innovative approach;
- Languages: perfect command of French and English, good knowledge of another language of the programme area would be considered advantageous.

Région



Provence-Alpes-Côte d'Azur