

MedWet SECRETARIAT

CALL FOR APPLICATIONS

FULL TIME POST: COMMUNICATIONS CONSULTANT *

Deadline for applications: Friday 6 June 2014 at midnight (French time)

Location: In situ at La Tour du Valat, Le Sambuc, 13200 Arles, France, during all working days OR in situ during two days per week and the rest of the time working on line.

* The call for application is addressed mainly to individuals, but interested companies may also apply.

About MedWet

The Mediterranean Wetlands Initiative (MedWet) is one of the regional arrangements under the aegis of the Ramsar Convention on Wetlands, involving 27 Mediterranean countries and the Palestinian Authority and many partners (see: www.ramsar.org and www.medwet.org). The MedWet Secretariat is now established in France as a non-profit association under the 1901 Law.

During 14 years, the MedWet Secretariat was located in Athens, Greece, but as from May 2014 it has moved to the premises offered by La Tour du Valat (see www.tourduvalat.org) located in La Camargue, at 5km from the small village of Le Sambuc and 30 km from the city of Arles, France.

The MedWet Secretariat comprises at the moment only three members of staff: the MedWet Coordinator, Mr Delmar Blasco (Spain); a Communication Officer (this post) and an Executive Assistant (being selected). Nevertheless, la Tour de Valat counts with some 70 members of staff, including those working for the Mediterranean Wetlands Observatory (MWO) who will work very closely with the MedWet Secretariat.

This position reports directly to the MedWet Coordinator.

The Consultant is expected to bring strategic thinking and practical skills to developing and managing the MedWet communication activities, which are consider key for the Initiative.

Duties

In the immediate future:

1. Analyze the MedWet graphical policy and branding and make recommendations, as appropriate.
2. Advise and support the development of a full MedWet communications strategy (vision, creative ideas, audiences, key messages). Anticipate and recommend ways that the strategy can be applied across the network.

3. Redevelop the MedWet web site, in consultation with the Ramsar Secretariat web master (www.ramsar.org) and the Mediterranean Wetlands Observatory (see www.medwetlands-obs.org).
4. Propose, write, and edit stories for the website, news board and other communications material.
5. Initiate and maintain an active MedWet presence in social media.
6. Initiate and promote discussion groups of different types within the MedWet network.
7. Organize periodic webinars for/with MedWet focal points and partners.
8. Oversee editorial content (printed and online).
9. Manage design, layout and visual production.
10. Layout and design of publications and communications material for printed and online use.
11. Manage photo work (selection, ordering, preparation for use, and archiving) and manage a photo library.
12. Recommend best practice to MedWet focal points and partners and support them in the implementation of the MedWet communications strategy (vision, advice, creative ideas, audiences, key messages), the format for national/subregional exhibits, branding, and production of material, as well as on online communications (websites, social media).

In the medium term

13. Identify partners to offer on-line training courses on matters of interest within the MedWet network.
14. Manage publications processes (from concept to final product) and communications projects such as production of posters, flyers, brochures, CDs, and videos.
15. Develop contracts with communication companies, designers, printers, and other external suppliers, including procurement processes, and create and manage related financial decisions.
16. Ensure accurate and timely composition, delivery of proofs and final products with designers, printers, and other outside suppliers.
17. Arrange and coordinate translation processes of selected publications in different Mediterranean languages.
18. Coordinate and manage MedWet exhibition participation at national, regional and global events.

19. Develop MedWet graphical policy and guidelines and recommend improvements or changes, in consultation with the Ramsar Convention Secretariat.

QUALIFICATIONS AND EXPERIENCE

- Academic degree in communications or related field (or acquired capacity through years of experience).
- At least 7 years' work experience in communications preferably in an international environment. Understanding environment and development issues would be a clear advantage.
- Good project management skills and experience in event management. Ability to manage and prioritize multiple, simultaneous projects to deadlines.
- Strong record of successfully managing the preparation, design, and production of a wide range of communications material.
- Demonstrated experience in writing for various channels and using effectively social media.
- Experience of web editing, content management systems and online platforms (e.g., software for sending e-communications). Experience with databases a plus.
- Solid experience with InDesign and Photoshop.
- Creative mindset, problem-solving skills, and keen attention to detail.
- Excellent interpersonal communication skills and tact, in particular in relation to gender and different cultural backgrounds, beliefs and languages.
- Ability to work independently but also collaboratively in a diverse team environment. Service-minded attitude is a must.
- Excellent written and spoken English and French. Other Mediterranean languages a strong advantage.
- Ability for and experience with fundraising will be another clear advantage.

CONDITIONS OF SERVICE

- Non-fixed duration contract (subject to the availability of funds after the current three years of secured funding).
- Gross monthly salary: between 2550 and 2950 €, subject to level of competence.
- Status: « technicien ».
- Working hours: 35 hours per week (five working days or 7 hours per day). Additional hours of work, including week-ends, may be required, especially on the occasion of meetings. Extra time will be compensated with additional leave.
- Probation period: two months.
- Other advantages would be discussed during interviews, including public transport allowance, daily meals allowance at the cafeteria of La Tour du Valat, and additional health insurance.

Office space and equipment

The Communications Officer will share an office with the MedWet Executive Assistant and will have at his/her disposal all the necessary modern office equipment to discharge his/her duties.

Starting time

As soon as possible. **As consequence, candidates should have a valid permit to work in the European Union.**

APPLICATIONS

Applications should include:

- a) an application letter in English or French (minimum one page, maximum two pages) stating the candidate's motivation and suitability for the post, making reference to the main requirements;
- b) a complete curriculum vitae; and
- c) the names and affiliation of a minimum of two referees, with their e-mail addresses and telephone numbers.

Applications should be sent by e-mails to info@medwet.org, with the subject: APPLICATION FOR THE POST OF COOMUNICATIONS OFFICER before 6 June 2014 at midnight (French time).