



## 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 institutions (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](http://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 world 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](mailto:a.nino@iau-aiu.net)