

Call for Candidatures

“Corporate Communication Manager” (Ref. no. Corporate Communication Manager/2022-7)

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures, ALF, (<https://www.annalindhfoundation.org>), created in 2005 and based in Alexandria is registered by the Egyptian Ministry of Foreign Affairs as an international intergovernmental organisation and its aim, according to its statutes, is to promote the dialogue between cultures and to contribute to the visibility of the Barcelona Process through intellectual, cultural and civil society exchanges.

To fulfil its objective, the Foundation mainstreams youth, gender equality and networking with a clear determination to lead regional and local intercultural dialogue initiatives that are useful for societies and institutions with a very pragmatic approach. Its action grounds on the two main bodies of the Foundation: The Civil Society Network of its National Networks with more than 4.500 members and the 41 Members States of its Board of Governors.

Eligibility

Applicants must be nationals of one of the 42 (UfM) countries:

(Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Syria, The Netherlands, Tunisia and Turkey).

Job location

The position is based in Alexandria, Egypt, from the Foundation premises, with expectations to travel in the region.

Combined retribution

The annual gross combined retribution amounts 70.440 euro.

Insurances

In addition to the combined retribution, Medical, Accidental death and dismemberment and Life insurance scheme are covered by the Foundation in good reputable companies.

Contract typology

Local contract or International service contract depending on the nationality of the selected candidate. Local contracts are subject to monthly deductions according to the regulations of the Egyptian Income Tax Authority and Egyptian Social Insurance Authority. International service contracts are free of Egyptian taxation, but they are not exempt from the abroad local income tax, if any.

Starting date

The estimated start of the contract is foreseen for January the 1st 2023.

Duration

The duration of the contract is 27 months, terminating on March the 31st 2025. The signature of a new contract is possible subject to availability of funds and satisfactory performance assessment.

Contract framework

The contract will be formalised in the framework of the Action Grant NDICI-GEO-NEAR/2022/434-371.



Profile

The Corporate Communication Manager, following the indications of the Executive Director, leads and oversees the Foundation's internal and external communication strategy, ensuring that its message is consistent and engaging; directs the communication team; supervises the communication budget and develops, implements and coordinates all the ALF communications activities and campaigns in line with the ALF Multiannual Work Programme 2022-2025.

Key responsibilities

- Develop and implement the Multiannual Communication Strategy and the Communication Annual Action Plans including budget planning, and manage and develop communication guidelines and tools
- Coordinate the elaboration of monthly analytics reports of audience performance and impact assessment of the corporate website and on ALF presence on social media identifying trends
- Ensure the optimal performance of the content of the ALF corporate website and in terms of hosting, security, navigation, visual design, responsiveness, SEO, CMS, among others
- Organise strategically the ALF social media accounts, including Twitter, Facebook, YouTube, LinkedIn and Flickr and expand ALF's social media presence on other complementary platforms
- Supervise the correct development and the quality and accuracy of the contents of the ALF trilingual monthly newsletter and of the Intercultural Dialogue Resource Centre, both in English, Arabic and French
- Guarantee compliance with the targets, outputs and outcomes defined in "WP5 Visibility and Dissemination" of the Action Grant Phase VI and coordinate the elaboration of the related narrative reports
- Coordinate the communication activities and campaigns related to the different actions, programmes and projects implemented by the ALF Secretariat, including fundraising initiatives and partnerships
- Carry out communication actions to make visible the ALF Secretariat activity, its Civil Society National Networks and its Institutional bodies: Board of Governors and Advisory Committee, ensuring internal coordination
- Maintain a close relationship with the main mass media in the Euro-Med region and feed in them with relevant information and documentation on the ALF activities and achievements
- Supervise and coordinate ICT/Web and multimedia service providers, third party tools (Google Workspace, Mailchimp, etc.) as well as the English, Arabic and French translations of communication contents
- Perform any other function related to the position of Corporate Communication Manager requested by the Executive Director.

Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities
- Minimum five years of work experience in strategic communication planning
- Minimum five years of work experience in website/social media data analysis
- Minimum four years of work experience in social media supervision and planning
- Minimum four years of work experience in web supervision
- Excellent written and oral English skills
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)

Assets

- Good written and oral French and Arabic skills
- Experience of at least four years managing Newsletters production and outreach
- Experience of at least four years operating documentary resources
- Experience of at least three years with traditional media
- Experience of at least three years leading communication teams
- Attention to details and capacity to prioritise assigned responsibilities and dealing with deadlines



Applications

Interested candidates must complete and submit the below form in English only before December the 4th 2022 at 23.59 Central European Time (CET):

<https://www.annalindhfoundation.org/jobs-opportunities/corporate-communication-manager>

Candidates must upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

A confirmation message will automatically be displayed upon submission of the application.

Only complete applications, meeting the eligibility criteria and submitted before the deadline will be considered.

Due to the high volume of requests, responses to individual requests will not be provided.

Only shortlisted candidates will be contacted.

