

الجمهورية الجزائرية الديمقراطية الشعبية  
RÉPUBLIQUE ALGÉRIENNE DÉMOCRATIQUE ET POPULAIRE

وزارة التعليم العالي والبحث العلمي

MINISTÈRE DE L'ENSEIGNEMENT SUPÉRIEUR ET DE LA RECHERCHE SCIENTIFIQUE

Direction de la Coopération et des Échanges  
Inter-Universitaires  
Sous-direction de la Coopération Multilatérale

مديرية التعاون والتبادل ما بين الجامعات  
المديرية الفرعية للتعاون المتعدد الأطراف

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الندوة الدولية لجامعات الشرق  
أحمد السواردي  
التاريخ: 19/05/2019  
الرقم: 372

A  
Monsieur le Président  
de la Conférence Régionale des Universités « Est »

Objet : Appel à candidature dans le cadre du Programme PRIMA.

J'ai l'honneur de porter à votre connaissance que la Fondation PRIMA vient de publier sur son site web officiel, un Appel à candidature pour le poste Chargé de communications au niveau de la fondation PRIMA :

<http://prima-med.org/vacancy-note-the-position-of-communication-officer-is-now-open/>

Dernier délai : 10 juin 2019

Je vous saurais gré des dispositions que vous voudriez bien prendre pour assurer la diffusion la plus large de cet Appel auprès des établissements d'enseignement supérieur relevant de votre région.

Veillez recevoir, Monsieur le Président, l'expression de mes salutations distinguées.

مدير التعاون والتبادل ما بين الجامعات  
إمضاء: سعيدة أرقصي





### Vacancy note for Communication Officer (CO)

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established on the basis of Article 185 TFUE in collaboration with 19 Participating States and the European Commission. PRIMA aims to support common innovative solutions and promote their adoption for improving the efficiency and sustainability of food production systems and water provision. PRIMA programme is being implemented through an ad-hoc structure, a private Foundation under Spanish Law.

The overall objective of the PRIMA program is to build research and innovation capacities and to develop knowledge and common innovative solutions for the Agro-food and the Integrated water provision and management systems in the Mediterranean area.

In this context, while communication is a priority, the **Communication Officer (CO)** will contribute to strengthen PRIMA dissemination efforts with a view to increase the understanding and awareness of the PRIMA programme and its knowledge, activities and results.

#### 1.- Responsibilities

The CO will be the responsible for the PRIMA's overall communications activities, including press and media and is be in charge of the communication and dissemination activities of the PRIMA programme.

In particular, and under the direct supervision of the Board of Trustees and its Chairs, and of the Director of the Secretariat, the CO has to:

- Create and update the PRIMA's communication and visibility strategy, after the approval of the Board of Trustees, defining and maintaining the programme identity
- Manage and implement the PRIMA's communication and visibility strategy;
- Ensure a consistent and coordinated approach with the communication and dissemination activities related with funded/ongoing projects;
- Organize and analyse studies, surveys, assessments and other feedback tools to monitor and revise the communication and visibility strategy.
- Assist the Chair, CO Chair, Secretariat Director in communication with relevant networks and exchanges with internal and external stakeholders.
- Gather information and data, to produce and distribute targeted messages through appropriate channels (digital, print, audio-visual etc.).
- Assist with the preparation of speeches, speaking notes, slides and presentations.





- Contribute to the organization of events and meetings, in cooperation with the PRIMA Administrative team.
- Support media relations, e.g. by preparing suitable messages, press releases, info packages, briefings, articles and background papers; etc.
- Maintenance and upgrade of the PRIMA website as well as other digital communication channels (i.e. Facebook, Twitter, etc.);
- With the support of the PRIMA project officers, prepare articles, press releases, media-briefings;
- Draft and edit messages, articles and texts for external audiences, including traditional and social media.
- Follow up any inquiry received and manage the communications with the publics;
- Follow up the performance of the communication's service provider(s);
- Draw up and improve external communications procedures and rules, visual identities, house-styles and editorial policies and encourage their correct application.
- Provide orientation sessions, face-2-face and virtual, to PRIMA stakeholders and beneficiaries (i.e. coordinators of the funded projects) on EC communication and visibility guideline. Take on additional tasks as required in the interest of the service.

## **2.- Requirements and selection criteria**

Candidates must possess their civil and political rights and they must not have any conflict of interests according the PRIMA Code of Conduct.

### **Essential selection criteria:**

- A level of education which corresponds to completed university studies of at least three years attested by a diploma. The studies must be in the fields of journalism, media, communication, marketing or other relevant areas for the tasks.
- Professional experience of at least 5 years directly relevant to the tasks mentioned in the prior chapter.
- Proven ability and professional experience in developing and implementing effective communications campaigns and events, including hands on experience of reactive media work;
- Excellent English communication and writing skills, including the proven ability to write accurately, engaging and media friendly for a wide range of audiences and communication channels;
- Proven experience of managing digital communications tools such as corporate social media accounts and websites;
- Excellent networking skills and proven ability to build positive co-operative working relationships with stakeholders.



- Experience with industry design tools, i.e. Adobe Creative Suite
- Experience in online graphics, video, and informational design, i.e. Infographics

**Advantageous selection criteria:**

- Previous experience in similar roles within organisations working in the field of International cooperation, promoting scientific research or science communication.
- Passionate, creative and determined with excellent analytical, organisational and problem-solving skills;
- Ability to work well with others as well as independently, under pressure and to tight deadlines in a multicultural environment;
- Strong time and project management skills (including public procurement and contract management) with the ability to prioritise, meet deadlines and effectively manage competing organisational demands;
- Very good knowledge of Adobe Creative Suite (Photoshop and In Design in particular) and/or any other relevant tool;
- Good knowledge of the EU's decision-making processes, its institutions and policies in particular related to the field of the PRIMA's activities.
- Strong interpersonal skills, good team player.
- Proficiency in other languages spoken in the Mediterranean area, especially French and Arabic.
- Coming from one of the Participants State of PRIMA.

**3.- Conditions**

The employee will work, full time, at the PRIMA Secretariat in Barcelona, Spain. He/She will be available to attend the Board of Trustees meetings and/or with its Chairs if required.

PRIMA Foundation is characterized by a multicultural work environment, with English as the main working language.

Annual gross salary amount: between 40.000 € and 45.000 € according to the experience of the candidate.

**4.- Applications**

The deadline to submit the applications will be the 10<sup>th</sup> of June 2019. Applications shall include the candidate's CV, a motivation letter and a copy of his/her identity card or passport.

Please note that only a short list of candidates will be contacted. Shortlisted candidates shall be available for an interview one week after the reception of such notice.





Applications shall clearly state that they are for the "CO" position and shall be submitted at [recruitment@prima-med.org](mailto:recruitment@prima-med.org)

Applying for this position does not prevent the application for other vacancies posted by the PRIMA Foundation, for which the candidate shows to have the required skills.

PRIMA is committed to being an equal opportunities employer. We ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital/civil partnership status, religion/belief or nationality.

Barcelona, 9<sup>th</sup> of May 2019