

For our Team in Tlemcen, Algeria, we are seeking the support of a full-time

Communication Officer (male/female) at the Pan African University Institute of Water and Energy Sciences (including Climate change) - PAUWES

Field of activity

The Pan African University Institute of Water and Energy Sciences (including Climate Change) (PAUWES) was called into existence by the African Union Commission. It was established as a knowledge and science hub of the Pan African University (PAU) and is hosted by the University of Tlemcen in Algeria. PAU is guided by the vision of an Africa managed by its own citizens and acting as a dynamic force in the international arena.

PAUWES offers four graduate programmes, 2 Masters of Science in Water (Engineering track and Policy track) and 2 Masters of Science in Energy (Engineering track and Policy track) aiming at training top students to become engineers and policy analysts, able to address Africa's most pressing development challenges.

Germany is supporting the African Union (AU) in the establishment of the Pan African University (PAU), as a continental network of science and technology institutes.

Your tasks

As the Communication Officer, you will be responsible for the development and the implementation of the communication strategy aiming at raising the profile of the Institute within the higher education and business communities in Africa.

You will be working full time at PAUWES (Tlemcen, Algeria), report to the Director of the Institute and work closely with a team of Algerian and international experts.

Your main tasks will be as follows:

- **Communication strategy and tools**
 - Contribute to the development of the communication strategy and propose an implementation plan to meet the Institute's key objectives
 - Coordinate the Institute's communication strategy with PAU communication strategy
 - Set-up and develop a contacts' database (including emailing list)
 - Develop and update the Institute's website
 - Develop and moderate the Institute's profile on social networks
 - Develop and disseminate the Institute's e-newsletter
 - Create and disseminate brochures, flyers and posters
 - Develop and manage the press relations
 - Develop, implement and monitor the gender policy (action plan and data collection)
- **Partnerships and events**
 - Identify key events and fairs to which the Institute should participate
 - Organise the participation of the Institute to these events, including the participation of students to conferences and workshops approved by the Institute's management

- Contribute to the organisation and the media coverage of the events developed by PAUWES itself
- Develop media partnerships and advertising to raise the profile of the Institute in Africa

As the capacity and institutional development of PAUWES is in progress, we expect the Private Sector Coordinator to be flexible regarding the responsibilities and tasks that might arise and to adapt to changing processes and circumstances.

Your profile

You should be employed by the university of Tlemcen and hold at least a Master degree, preferably in literature, communication or management and have at least 2 years experience in working in communication (both online and offline).

During your professional career, you have successfully developed projects (entrepreneurial spirit), organized events, engaged with social and professional networks for collaborative capacity building. Competences in networking shape your professional profile.

As an individual, you should be able to work in a cross-cultural environment and engage with diversity effectively. You are characterized by your intercultural, diplomatic and strategic skills. You are highly flexible and resilient under pressure.

We expect candidates to be fluent in English and French, Arabic is an asset. You have outstanding writing skills in both French and English.

Assignment period

Full-time position from 12.02.2017 to 31.12.2017

What we offer you

Basic salary paid by the Algerian Ministry of Higher Education (through University of Tlemcen) and Top-up paid by the African Union Commission (through the Institute)

Application and contact information

Detailed CV and cover letter to be sent to career.pauwes@gmail.com until February 4th, 2017