

We're looking for:

Position Title	Specialist - Communications
Department	Communications & Public Affairs
Job Code	HR I6

Job Description

To support the creation of internal and external messages through multi-media communication in order to promote the activities and achievements of Sorbonne University, Abu Dhabi (SUAD). To build and maintain the reputation of the University through media campaigns as per SUAD's strategy.

Responsibilities:

- Handle and manage all PR and media requirements (collateral, artwork, social media, PR & media relations and website).
- Content development skills (drafting, editing, copywriting, etc): the ability to develop and edit content (press releases, web content, brochure content, etc) in Arabic (primarily), English and/or French.
- Support in internal and external events with concerned stakeholders.
- Implement the SUAD brand guidelines.
- Maintain an updated media database.
- Strengthen relationships between SUAD and the media.
- Propose innovative ideas.
- Attend events when requested to ensure coverage and smooth event flow.
- Create and submit regular and comprehensive media reports.
- Develop and share up-to-date task sheets.
- File and archive all relevant documents.
- Extend internal support to the Communications & Public Affairs department in other areas.
- Perform other related duties or assignments as directed by the Line Manager.

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- Bachelor's degree in Journalism, Marketing, Communication, or a related subject

Minimum Experience:

- 3 years Communication experience, preferably in the Higher Education sector

Job-Specific Skills:

- PR & media relations with local & possibly international media.
- Excellent communications & interpersonal skills.

We're looking for:

- Relationship building.
- Understanding of community and international affairs.
- Knowledge of government relations, rules and regulations.
- Internal/mass communication theory and practice.
- Marketing tools and techniques.
- Traditional and online website tools for digital communications and marketing.
- Fluency in content development, editing, and copywriting.

Conditions

NA

Grade

6

Package Details

- Basic Salary (AED 6,500 - AED 11,700)
- Accommodation Allowance
- Benefits

How to apply

Via <http://www.sorbonne.ae/vacancies/>

Application to be sent by

08-May-2019