

VACANCY ANNOUNCEMENT

Job Title: Communications Officer

Grade: P-1

Duty Station: Rome, Italy

Unit: Partnership and Communication Unit

Type of contract: Fixed Term, renewable (extension of the appointment is subject to availability of funds)

Term: Two years (six-months probation period)

Closing date: 11-SEP-2022 (11:59 PM CEST Time)

Overview of the Functions of the Post

The Unit of Partnership and Communication ensures that ICCROM projects a compelling, coherent and consistent message to the world. It engages with Member States, partners, professional communities and other stakeholders to help foster public, political and financial support. In coordination with units across the Organization, it works to position ICCROM as a reliable leader in capacity building and knowledge advancement in heritage conservation. Its outreach, both online and offline is important for ICCROM's engagement with stakeholders.

ICCRROM seeks a professional who will enhance the reputation and visibility of ICCROM by devising and delivering a communications strategy which ensures maximum impact and engagement to our external stakeholders.

Key Accountabilities

The Communications Officer will work at ICCROM's Partnership and Communication Unit and report to the Unit Manager. The post is based at ICCROM Headquarters, Rome (Italy). Within delegated authority, the Communications Officer will be responsible for the following duties:

1. Develop and manage communications in a way that contributes to the overall Strategic Directions and delivers impact and awareness to our audiences, across multiple channels in a way that promotes ICCROM as a centre of excellence.
2. Build and execute the digital communications strategy (website, social media, and digital marketing) through market research, platform determination, benchmarking, audience identification and messaging.
3. Supervision of all multi-channel products and materials (both online and offline) to ensure the look and feel of ICCROM, including tone of voice. Ensure that high-quality communications, promotions and materials are issued in a timely manner in all of the applicable languages.
4. Generate, edit, publish and share daily content (photo, text and video) that builds meaningful connections in order to enhance digital engagement, brand awareness and online reputation.
5. Coordinate, direct, facilitate, evaluate and recognize office performance; create an enabling environment and assist team members to realize and develop their potential.

Required qualifications:

1. Education

- Advanced university degree in communication and marketing, journalism, international relations, or related discipline is required.
- Specializations or certificates in digital media, PR, marketing, or communications for the culture or public sector are a plus.

2. Work experience

- Minimum of three (3) years of relevant professional experience in the communication field with similar tasks, of which preferably one (1) year acquired at the international level.
- Extensive and relevant experience in managing international communications and awareness projects and activities, preferably in the field of cultural heritage.
- Demonstrated ability to make a complex story impactful and accessible together with proven ability to think ahead, engage proactively and take initiative.
- Previous experience in managing work teams.

3. Skills and knowledge

- Excellent knowledge in promoting a wide range of content of interest to a diverse range of cultural professionals and international audiences on digital and traditional platforms, owned and earned; establishing effective lines of communication with partnership organizations, government agencies and diplomatic missions, and heritage opinion leaders.
- Excellent knowledge in managing complex and multilingual Content Management Systems, especially Drupal; good knowledge of social media management and platforms, digital marketing applications (e.g. Google Adwords, Facebook Ads), SEO, PR databases, CRM, graphic design and video editing.
- Demonstrated proficiency in using web analytic tools (e.g. Google Analytics), databases and data gathering, as well as producing corporate reports that are attractive, engaging and of high quality.
- Deep understanding of national and international political and cultural heritage trends, together with an understanding of the terminology used within the field.
- Comfort with data and research to drive efforts.

4. Competencies

- Project management: ability to develop clear, workable plans and establish the key, cost-effective contributions to ensure impact.
- Excellent communication skills, both written and verbal, with the ability to present complex information clearly and concisely to various audiences.
- Analysis and decision making: diagnose problems, provide innovative solutions and make logical, timely decisions.
- Ability to work in a multi-cultural environment with appropriate sensitivity to differences of culture, gender and physical ability; commitment to ICCROM values and ICSC standards.

5. Languages

- English and French are the working languages of ICCROM. This position requires fluency in English (both oral and written). The knowledge of Arabic, Italian and Spanish and any other language is an added advantage.

Remuneration

The salary and the allowances are net of taxes but subject to various deductions such as the employee's portion for medical insurance and contribution to the United Nations Pension Fund. For full details, you can visit [Professional and Higher Categories Salary Scales](#).

Selection and Recruitment Process

Send completed applications in English, not later than 11-SEP-2022, to: recruitment@iccrom.org
Please, state the position title (Communications Officer) in the subject, and include the following documents in PDF format:

- Motivation letter



- Updated CV in English
- Complete Personal History Form (P11)

Applications missing any of the above elements will not be considered. No modifications can be made to the application submitted. All applications will be treated with the highest level of confidentiality.

Please note that only selected candidates will be further contacted within about two weeks after the deadline, and candidates in the final selection step will be subject to reference checks based on the information provided.

The evaluation of candidates is based on the criteria in the vacancy notice and may include tests and/or assessments, as well as a competency-based interview.

ICCROM recalls that paramount consideration in appointing staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. ICCROM applies a [zero-tolerance policy against all forms of harassment](#). ICCROM is committed to achieving and sustaining equitable and diverse geographical distribution and gender parity among its staff members in all categories and at all grades. Furthermore, ICCROM is committed to achieving workforce diversity in terms of gender, nationality and culture.