

Call for Applications

Job Title:	Project & Communications Associate
Terms:	12 month contract, renewable yearly
Hours:	Full-time (40 hours per week, <i>limited</i> flexi-time)
Location:	Swieqi, Malta OR Ljubljana, Slovenia (<i>limited</i> work-from home options)
Interviews:	4 th September 2017
Wage:	€1500/month gross, exc. bonuses
Start Date:	5 th September 2017

1. JOB SUMMARY

To support the work of the Knowledge Innovation Centre (Malta), in particular communications work in the field of educational research and policy, linked to ongoing Erasmus+, and marketing activities targeted towards Small and Medium Enterprises, as well as Non-Governmental Organizations.

2. MAIN DUTIES & RESPONSIBILITIES

Duties will span a number of tasks including project, communications, administration and marketing work. The major areas of work are outlined below:

2.1 Communications

- Develop, implement and monitor project communications strategies and plans in line with the relevant project work plans
- Manage the development, production and dissemination of effective project communication products, including project websites and social media pages for technical and non-technical audiences
- Create and edit copy for websites, brochures, reports and other publications linked to company and project activities
- Draw plans to enhance project branding & marketing to support positioning and understanding by its target audiences
- Assist in managing project-related events, including partner-meetings, stakeholder-workshops and online meetings
- Manage external consultants such as web-developers, designers, printers and proof-readers

2.2 Marketing

- Oversee developing of marketing materials including product descriptions, key messages and more in line with the overall company marketing strategy
- Develop and Manage the KIC Website, social media channels including overall look-and-feel, copywriting, stakeholder targeting etc.
- Implement the company communications strategy, particularly through identifying, contacting and selling company products to potential leads in the European NGO and Projects sector
- Support the senior partners in revision and updating of the overall marketing plan

2.3 Project Assistance & Coordination

- Assist in the development, coordination and implementation of international innovation projects in the field of education, in which KIC is a partner. All projects occur within the framework of the Erasmus+ Programme of the European Union
- Identify national and international funding opportunities (tenders / calls for proposals) which may interest the company
- Support the preparation of new funding proposals, concept briefs and project reports
- Conduct research required to support project implementation
- Participate in project coordination meetings with partners around Europe

2.4 General Tasks

- Organise project meetings, produce agendas and take notes as required
- Provide support to the senior partners as required
- Manage network mailing lists, contact databases and other internal information tools
- Set up administrative systems for communications management, including electronic filing
- Represent the senior partners on demand
- Use initiative to contribute towards organisational development
- Financial tasks, including budget monitoring

3. PROFILE OF THE CANDIDATE

All candidates should have an EU work-permit and be available to work out of the Malta or Slovenian offices of the company. The suitable candidate will show the following knowledge, skills and attitudes:

Knowledge

- The candidate should show relevant knowledge in communications and project management, particularly in the field of European non-governmental work. Such knowledge may be displayed by
 - a qualification at EQF 5-equivalent or above in the fields of communications, law or business/marketing
 - previous experience working with EU funding calls and/or project management
 - previous experience working in a communications position for a European and/or large NGO
- The candidate should show full fluency in English and basic knowledge of at least two other European languages.

- Prior knowledge of EU funding programmes, and of the EU advocacy/NGO landscape will be considered an asset.
- Prior knowledge and experience of media, communications and marketing work will be considered an asset

Skills

- Fully computer-literate with advanced knowledge of word-processing, desktop publishing and web-publishing software
- Good organisational skills, with ability to work to a high standard, manage stress while prioritising multiple tasks and meeting deadlines
- Flair for scientific writing, in particular reports, funding applications and communication materials

Attitudes

- An enthusiasm and aptitude for communications work
- Strong capacity for self-motivated for work, with minimal direction from superiors
- Ability to work within inter- cultural settings
- Willingness to travel especially within EU
- Ability to use initiative and find creative solutions to problems

4. ABOUT THE EMPLOYER

The Knowledge Innovation Centre (KIC) is a dynamic consultancy focusing on knowledge brokerage and innovation of knowledge transfer processes. The Centre brings together a variety of local and European experts from a variety of fields, and has worked extensively within Higher Education, Policy Analysis and Knowledge Economy. It also provides communications services and outsourcing. The Centre has forged close relationships with a number of stakeholders in the fields of Regional Innovation and Higher Education and is active in leveraging such relationships to build multi-disciplinary, multi-country networks for knowledge transfer and capitalization.

5. APPLICATION

To apply for the position, please send your CV, together with a letter of motivation explaining why you believe you are suited for the position to jobs@kic-malta.com by the 25th August 2017. Feel free to include documentation backing up your application in your e-mail. Shortlisted candidates will be contacted for an interview.