

<b>JOB OFFER</b>	
<b>Job title</b>	Head of Unit
<b>Directorate</b>	Directorate of the Managing Authority (Direction de l'Autorité de Gestion - DAG)
<b>Department</b>	Service Interreg MED - SIM (Joint Secretariat Interreg Euro-MED)
<b>Unit</b>	Information and communication Unit
<b>Objective of the Department or of the Unit</b>	The Information and Communication Unit of the Interreg Euro-MED Department (Joint Secretariat in accordance with European regulations) is responsible for communicating and promoting the Interreg Euro-MED Programme and the results of its projects.
<b>Immediate superior</b>	Coordinator
<b>Management functions</b>	Yes Number of staff supervised: 3
<b>JOB DESCRIPTION</b>	
<b>Global description of the missions</b>	<p>Under the responsibility of the coordinator of the Interreg Euro-MED Joint Secretariat (JS), the Head of the Information and Communication Unit is responsible for the organisation and internal functioning of the Unit's work, as well as the management of its human resources.</p> <p>He or she will also contribute to the coordination and implementation of specific communication activities (in the framework of the Programme's communication strategies and the promotion of its results).</p>
<b>Activities</b>	<ul style="list-style-type: none"> <li>- Ensure the organisation and the functioning of the Unit</li> <li>- Coordinate the activities of the Unit</li> <li>- Manage the Unit's Human Resources</li> <li>- Develop, update, implement and evaluate the Programme's communication strategy and annual communication plans in line with the Programme's general objectives and in relation with the stakeholders (transnational bodies, Participating States, project partners, European Commission, other CTE programmes, INTERACT, etc.)</li> <li>- Ensure the visibility of the Interreg Euro-MED Programme to a wide range of target groups</li> <li>- Collect, organise, process and effectively disseminate information on the Programme, its thematics, its projects, and its results</li> <li>- Participate in the network of communication officers of other ETC Programmes</li> <li>- Ensure the preservation and internal and external access to information related to the development and results of the Programme and its projects</li> <li>- Develop the Programme's communication tools with a particular focus on online tools</li> </ul>

	<ul style="list-style-type: none"> <li>- Develop and manage the Programme's online communication: writing and updating the website, managing social media</li> <li>- Develop and implement inspiring communication campaigns</li> <li>- Develop strong links with the press</li> <li>- Interface and coordinate with the different communication service providers (IT developers, graphic designers, etc.);</li> <li>- Develop the JS's multimedia tools: graphic elements, editing and audio-video editing, photo retouching</li> <li>- Produce publications related to the programme (online and hard copy) - including all steps from design, data and information collection, drafting, to layout</li> <li>- Assist final beneficiaries to disseminate information related to their project (strategic support in developing and implementing their communication plans and technical support on the Programme's publicity rules and tools)</li> <li>- Ensure capacity building of projects in terms of communication (online tools and publications of documentary support, design and implementation of training, individual consultations)</li> <li>- Design and organise Programme events (of different types: international conferences, thematic workshops, trainings, etc.) in coordination with the Programme's stakeholders</li> <li>- Promote and represent the Programme and its projects at external events in European countries</li> <li>- Participate in the drafting of the annual and final implementation reports</li> <li>- Prepare transnational Programme meetings</li> <li>- Frequent trips abroad should be foreseen (participation to the Monitoring Committees, to the projects' internal meetings, external conferences, etc...)</li> </ul> <p>He or she may carry out any activity necessary for the Joint Secretariat or to ensure the continuity of service.</p>
<b>COMPETENCIES REQUIRED</b>	
<p><b>Education, diploma and certificates</b></p>	<ul style="list-style-type: none"> <li>- Higher university degree in the information and communication field</li> <li>- At least 10 years professional experience in the field of communication, journalism or marketing</li> <li>- Professional experience in institutional communication in an international context and in particular in the implementation of Interreg programmes</li> </ul>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>- Good knowledge and/or willingness to learn about the themes of the programme and the political and territorial specificities of the cooperation area</li> <li>- Good knowledge of IT tools concerning online communication: Content Management System (TYPO3, WORDPRESS, JOOMLA), social media, online tools</li> <li>- Good knowledge of graphic and multimedia tools: ADOBE ILLUSTRATOR, PHOTOSHOP, PREMIERPRO or similar software</li> <li>- Knowledge of the European press and digital marketing</li> <li>- Languages: excellent knowledge of French and/or English and good</li> </ul>

	knowledge of one of both. Good knowledge of at least another language of the Programme (but French and English)
<b>Skills</b>	Management and teamwork capacities Facility in written and oral expression Analytical and synthetical skills Good skills for the participation in international working groups
<b>Interpersonal skills</b>	Autonomy Sense of delegation Listening and sharing Ability to take the initiative Dynamic, open-minded and innovative Team spirit Resistance to stress Versatility and flexibility
<b>CHARACTERISTICS - MODALITIES AND CONSTRAINTS</b>	
<b>Working hours and schedules</b>	There are no specific time constraints. Working hours are set by the administration according to the working option chosen (the most flexible working option gives up to 29 days of recuperation per year and 25 days of annual leave that can be accumulated).
<b>Place of work</b>	Région Provence-Alpes-Côte d'Azur - Marseille
<b>Work organisation</b>	Resources and facilities: computer and telephone provided. Travel: frequent travel in France and abroad. Possibility of teleworking 2 days per week (with daily compensation). Numerous social benefits: luncheon vouchers, holiday vouchers, gift vouchers (Christmas, back-to-school), contribution to complementary health insurance, contribution to public transportation pass, access to various social actions (tickets to shows, cinemas, participation in sports activities, etc.). A wide choice of professional training courses.
<b>Functional Relationships</b>	Ongoing relations with project partners, the central and regional administrations of the States participating in the Euro-MED Programme, the Accounting Authority, representatives of the European Commission and other international bodies or networks. Internally, permanent relations with the Managing Authority of the Euro-MED Programme and potential relations with all the Region's departments and services.
<b>Ethical code of conduct</b>	Any officer undertakes not to divulge, outside the strictly professional context, or to use for personal purposes any confidential information linked to his responsibilities and activities.  Any officer must comply with the conflict of interest procedures established by the Programme
	This position is fully co-financed: - 80% by Interreg - 20% by co-financing from the Participating States of the Programme.

NB: this job description may be subject to change according to the Region's missions, projects and constraints.