

## **RECRUITMENT CALL FOR A COMMUNICATIONS AND NETWORK OFFICER**

### **BACKGROUND**

The MedCités Association is a network of cities with its headquarters in Barcelona working for sustainable urban development in the Mediterranean. It comprises more than fifty cities in fifteen different countries and runs projects in the fields of strategic urban planning, urban services and local economic and social development together with training activities, technical support and the capitalisation of best practices. The network was created in 1991, since which time it has carried out dozens of projects in Mediterranean cities.

### **PURPOSE OF THE CALL**

The MedCités Association is opening the current call in order to recruit a support person to assist in communication activities and boosting the network.

### **JOB ROLE**

#### **In the field of communication:**

- Support the updating and translating of the website into English and French, preparation of the monthly newsletter and communication with network partners.
- Boosting the Association's social media by applying the organisation's communication strategy.
- Implementation and monitoring of the communication tools linked with the MedCités 2018 General Assembly (mandate report, web space, production of programmes, press releases, etc.).
- Support for the project team in the communication activities planned and their implementation.

#### **In the field of boosting the network:**

- Organisation of the MedCités general assembly due to take place in Barcelona on 4 and 5 October 2018 (following up invitations, supporting participating cities, organisation of logistics, transport, support in drawing up the programme, etc.).
- Preparation of the documentation related to the MedCités General Assembly 2018.
- Producing the minutes of meetings, certificates and any other association-related documentation.
- Support for the management and maintenance of requests from partner cities to join or leave the association.
- Administrative monitoring of the Association's agreements.

- Other tasks to support the technical team.

## **REQUIREMENTS**

### **Essential:**

- A minimum of a good degree or equivalent in the subject matter of the call.
- A minimum of three years experience in managing projects, organising events and/or communication at an international level.
- Experience in managing communication tools (websites, newsletters, social media, etc.) for international organisations.
- Catalan and/or Spanish and written and spoken English or French.
- Ability to write and summarise technical documents.
- Ability to show initiative and work in a team.

### **Valued attributes:**

- Experience in promoting networks and/or international projects.
- Knowledge of a second foreign language from a Mediterranean country (French, Arabic, Greek, etc.).
- Postgraduate training in the field of the call

## **GENERAL TERMS AND CONDITIONS**

- Type of contract: Temporary (until 31/12/2018).
- Full time: 37.5 hours per week
- Remuneration: €29,000 gross per year
- Trial period: 3 months.
- Start date: immediate (June 2018)
- Place of work: MedCities Association.  
(C/62, 16-18 08040-Barcelona)

## **SUBMISSION OF APPLICATIONS**

Those interested in taking part in this call should send their *curriculum vitae* with an accompanying introductory letter in Catalan, Spanish or English explaining their reasons for applying for this post and why they feel themselves to be an ideal candidate for the job.

To guarantee equal opportunities in the selection process, candidates should put themselves forward in the following format:

- A first page as a letter of presentation, explaining the reasons why they consider themselves an ideal candidate for this call.
- A curriculum vitae no more than two pages long.

- Format: The letter and the CV can be presented either as a single document or two separate ones, but in either case must be in **PDF format**.

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### **SELECTION PROCESS**

The CVs will be analysed to identify if the candidates meet the requirements.

Practical test: (maximum 10 points)

Interviews (maximum 5 points)

The person selected will have to present originals of the documents confirming the qualifications described in their CV before their relationship with MedCities can be formalised.

Applications should be sent by email to [contact@medcities.org](mailto:contact@medcities.org) with the subject line: **"Recruitment call for a communications and promotions officer for the network"**. Any queries or clarification required during the process should be addressed to this same email address.

Applications received after 23:59 on **13/05/2018** will not be considered.

**Candidates that do not meet these requirements will not be included in the selection process.**