

Communications and social media officer (short term position)

Who we are :

The Permanent Representation of Belgium to the UN represents Belgium at the United Nations. We are a founding member of the Organization and strongly believe in the concept of effective multilateralism. By this token, we are an active participant in the Organization's work.

The Belgian Mission consists on a regular basis of a staff of 20 people. This number will rise to 30 if elected to the UN Security Council, for the period 2019-2020.

What we are looking for:

For the period 2019-2020, we are seeking a highly motivated colleague who will be in charge of our communications and social media outreach efforts, as well as the occasional organization of events.

His / her main duties will include:

- Develop and implement the mission's communications strategy through a means of communications, including social media;
- Communicate about Belgian positions taken at the UN: draft press statements, manage the mission's twitter account, etc.;
- Develop and implement social media campaigns to increase the visibility of the mission with regard to our work in the UN Security Council and other areas of the UN;
- Translate speeches (French <> English);
- Support our campaign efforts for different positions within the UN system;
- Be in charge of the mission's website;
- Provide impact measurement and evaluation for the Center's social media outreach;
- Organize Belgian events at the UN, such as side events during high level UN meetings, etc.;
- Prepare media programs and accompany media during high level visits.
- Covering the UN Committee on Information and contacts with UN DPI.
- Occasionally replace other colleagues on substantial UN-related work.

Profile

Candidates should:

- Have proven experience in communications / social media;
- Demonstrate a good understanding of international affairs and UN-related issues;
- Have an excellent knowledge of MS Office applications, internet and social media;
- Have excellent organizational skills;
- Demonstrate strong problem solving skills;
- Be proactive, highly motivated and an innovative;
- Be able to work autonomously;
- Be a good team player;

- Have good inter-personal skills.
- Be able to work under pressure and to tight deadlines when necessary;
- Show a high degree of flexibility with regard to working hours (including late night hours and weekends) when necessary;
- Be culturally sensitive and understand what communication is appropriate for a culturally diverse audience.
- Be reliable and trustworthy;
- Experience of working in a multi-disciplinary and multi-cultural environment is an asset.

Eligibility criteria

Candidates must meet the following minimum qualifications:

- Have a higher degree of education at the BA or BS level (preferably in communications).
- Have a demonstrated good understanding of international affairs and UN-related issues, either through studies or through appropriate work experience.
- Have an excellent knowledge of English and French. Knowledge of Dutch would be considered a strong asset;

What we can offer

- A rewarding international professional environment with short communication channels and few hierarchical levels;
- A large degree of autonomy and possibility for self-development;
- A competitive salary, 24 days of paid holiday leave in addition to 10 official holidays and health insurance (85% employer's contribution).

Practical information

The start date of the position is **September 1, 2018** and the position will end on **December 31, 2020**.

Candidates should send their applications (cv and motivation letter) in English, Dutch or French to priscilla.deschaetzen@diplobel.fed.be.

The closing date for the submission of applications is **10 June 2018**.

A preselection of candidates who best meet the criteria for the post will be made on the basis of the qualifications and professional experience described in the CV and motivation letter.

Preselected candidates will be invited for an interview.