



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER:	COM#2020/02
POSITION:	Director of Communication (1 position)
OPENING DATE:	November 5, 2020
CLOSING DATE:	November 13, 2020
WORK HOURS:	Full-time, 40hours/week
DURATION:	One-year renewable

The International University of Grand-Bassam is seeking a candidate to fill the position of **Director of Communication**.

IUGB Profile

The International University of Grand-Bassam (IUGB) is a private, publicly assisted institution, which offers an American curriculum in English. It opened in 2005, and, by the signing of Decree 2007-499 on May 16, 2007, was formally accredited as a University within the Côte d'Ivoire higher education system. Envisioned as a Regional Center of Excellence in Higher Education in Africa, IUGB's mission is to provide internationally recognized higher education through technology-enhanced English medium instruction in fields critical for regional development, international success and life-long learning.

BASIC FUNCTIONS OF POSITION

The Director of Communication will set and guide the strategy for all marketing, digital communications, and public affairs strategies.

QUALIFICATIONS AND SKILLS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Master degree in Communication from an accredited college or university ;
- Be able to develop, implement and lead an integrated communications strategy for IUGB Demonstrated experience and effectiveness with multiple constituencies in promoting and raising funds in support of university programs and goals
- Possess leadership capacities in order to lead a team.
- Fluency or high level of proficiency in English and French.
- Ability to be detail oriented with excellent time management and organizational skills in order to develop priorities and meet deadline
- Supervises all university communications' accounts and activities; assure the meeting of departmental financial goals; maintains and develops staff.
- Supports leadership communications.
- Oversees the development and execution of public affairs, marketing, digital communications, social media and other communications strategies and programs to increase the visibility of the people and programs of the University.
- Works with academic units to implement outreach strategies in support of their respective academic activities.



- Supervises the writing of and edit press releases, articles, fact sheets, and backgrounders; cultivates media relationships; monitors responses to media requests, press conferences, media lunches and interviews, and special events.
- Oversees the development of presentations, reports, and fact sheets in support of leadership communications as well as the outreach activities of the University’s various administrative offices.
- Works with other departments and lead the publication of brochures and other marketing materials, such as logo-bearing items.
- Takes on other assignments from communications perspective that will assist IUGB in realizing its mission.

Required Knowledge, Skills and Abilities

- Excellent integrated marketing project management skills.
- Ability to be detail oriented with excellent time management and organizational skills in order to develop priorities and meet deadline.
- Ability to collaborate and communicate effectively with various co-workers.
- Aptitude to work under pressure.
- Capacity to develop efficient institutional communication strategies.
- Ability to use independent judgment in making decisions.
- Effective communication skills.
- Computer literate.

SUBMITAPPLICATION TO:

International University of Grand-Bassam Human Resources Office Attention: Human Resources Manager BP 564 Grand-Bassam Fax: (225) 21.30.34.83 Or Via email to: iugbhr@iugb.edu.ci	POINT OF CONTACT International University of Grand-Bassam Human Resources Office Tel: (225) 21.30.36.40 / 21.30.34.57 Fax: (225) 21.30.34.83
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Important Notice: *Applicants MUST submit a current resume and a cover letter. Copies of both education documents and working experience must be attached to your application. When submitting your application via email, please always start the subject line with the Vacancy Announcement’s number followed by the position title. E.g.: VA COM#2020/02, Director of Communication.*