### General Description

**Position Title:** Communications Officer  
**Name of Department:** Office of the Rector  
**Supervisor of the Position:** Director, Office of the Rector  
**Location of Position:** UPEACE Headquarters, San José, Costa Rica

### Statement of Qualifications

**General Description**

Effective communication is one of the keys to building and maintaining a solid institutional brand. The Communications Officer will work directly with the Director of the Office of the Rector, providing editorial, strategic, creative, and operational support in the design and implementation of our Communications Strategy, both internally and with a variety of stakeholders.

This position involves writing and delivering copy on the University’s activities, including press releases and all communications sent to the public to communicate key messages and establish and maintain goodwill and understanding between the organization and its public, both through traditional media outlets and social media platforms. The Communications Officer will ensure strict adherence to the University’s brand and image.

In addition, this position requires coordination with the University’s Admissions Team to ensure a greater number of applicants to its academic programmes year to year.

Finally, the Communications Officer will monitor the University’s main information and publicity channels, including social media and the official University website and will use this information to generate marketing strategies that will increase the University’s visibility and recruitment possibilities.

**Essential Qualifications for the Position**

- University Degree in Communications, Marketing, Journalism, Public Relations, or a related field and at least two (2) years of relevant work experience and proven track record in similar positions, including planning and implementing marketing and/or communications strategies
- Fully bilingual in English and Spanish (both written and verbal); knowledge of another UN language is an asset
- Graphic design skills are highly desired

**Knowledge**

- Clear understanding of UPEACE’s mandate and objectives
### Understanding of marketing strategies and trends
- Knowledge of a variety of communications and graphic design tools
- Knowledge of publishing software and online communication tools a plus (Adobe Photoshop, Adobe Illustrator, Mail Chimp, etc.)
- Expertise in community management/social media platforms

### Abilities and Skills
- Excellent writing skills in both English and Spanish
- High professional and ethical standards for handling confidential information
- Capacity to work under tight deadlines through effective time management
- Ability to organize and complete multiple tasks simultaneously with close attention to detail
- Demonstrated ability to assist in the coordination of events and activities
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a global/team environment to achieve institutional goals
- Ability to work in a multi-ethnic and multi-cultural environment with user communities of diverse backgrounds and skill levels, including Alumni, Students, and Staff
- Tolerance, openness, and gender sensitivity

### Job Description

#### Tasks and Responsibilities
The Communications Officer will assist in the development and implementation of the University’s Communications Strategy, including, but not limited, to the following tasks:
- Design and implement communication strategies for publicizing the University and its achievements.
- Plan, coordinate, and participate in the production of communication materials for both print and social media.
- Implement the existing social media strategy.
- Serve as the University’s community manager, including responding to all information requests received through its different social media channels.
- Execute actions towards the improvement of communication within the University.
- Prepare the UPEACE Newsletter for distribution to donors, partners, Alumni, government officials and other relevant national and international stakeholders.
• Coordinate actions with other UN agencies in the country by participating in UNCT meetings and collaborating with them.
• Provide support in documenting and informing on University activities.
• Provide support, as needed, in the organization of institutional events and activities.
• Perform related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.
• Assist in the management of the UPEACE Store.

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<th>Salary offer will be US$1,500.00 per month</th>
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Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and how your professional interests and skill set will contribute to the department and the UPEACE community, and (3) contact information for three references. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to the following e-mail only: please refer to the subject to **Position #5200**.

The period for the submission of application materials ends on **13 July 2022**. At the end of the application period, the selection board will review all applications and contact only those candidates who will continue to the next phase of the selection process. These shortlisted applicants will be contacted by **20 July 2022**.

Ideally, the candidate would be available to begin working on **1 August 2022**.