

Vacancy Notice: Communication and media specialist

V-lab is a charitable association created to support innovation and social entrepreneurship in Vanuatu. Our aim is:

1. To accompany young entrepreneurs in the development and growth of their businesses, with an emphasis on businesses which focus on innovation, green economy and social entrepreneurship.
2. To improve and enhance the financial inclusion and digital transformation of these businesses in the Vanuatu market, in close coordination with our banking and ICT partners.
3. To influence and support the development of an environment that is conducive to entrepreneurship in the country, through for instance policy reform and development.

Job brief

We are looking for an enthusiastic **Communication and media Specialist** to manage our external and internal communications. You will promote a positive public image and oversee the dissemination of information on our organization's behalf.

Responsibilities

- Develop effective corporate communication strategies
- Manage communications (memos, newsletters etc.) and social media content
- Draft content (e.g. press releases) for mass media or the organization's website
- Organize initiatives and plan events
- Liaise with the media and handle requests for interviews, statements etc.
- Foster relationships with partners and key persons
- Collaborate with marketing professionals to produce copy for advertisements or articles
- Support the implementation of specific programs and activities

Requirements

- Proven experience as communications specialist
- Solid knowledge of social media platforms
- Experience in web design and content production is a plus
- Solid understanding of project management principles
- Working knowledge of MS Office; photo and video-editing software is an asset
- Excellent communication (oral and written) and presentation skills
- Demonstrated ability to perform basic clerical, administrative or office service works.
- Demonstrated ability to take direction and to work as part of a team.
- Good interpersonal skills including, open mindedness, willingness to learn, team spirit, good attitude and personality.
- Demonstrated flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines.
- Proficient command of English
- BSc/BA in public relations, communications or relevant field

How to apply:

To find out more about this rewarding opportunity please send your cover letter and CV in English to Torika Kalman: torika@v-lab.org

Only successful candidates will be contacted for an interview.

V-Lab – Vanuatu's first business incubator

www.v-lab.org

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