



National University of Vanuatu

Job Description and Specification



Job Title	Information and Communications Manager
Reporting To	Director of Partnerships, Legal Affairs and Communication
Job Purpose	<p>Responsible for managing the information and communication of the National University of Vanuatu. The Information and Communication Manager will ensure the Information and Communications Operational plan is developed and implemented in line with the Strategic Plan of the National University of Vanuatu 2021-2030.</p> <p>The Information and Communications Manager will be in charge of:</p> <ol style="list-style-type: none">1. Positioning the NUV as the premier multilingual institution of higher education and training in Vanuatu and the Pacific region.2. Promoting and maintaining a positive image of the NUV and its development partners.3. Managing the NUV Information and Communication Strategy and ensure the good promotion and upholding the integrity of the National University of Vanuatu4. Assisting the VC's Office in taking the National University of Vanuatu to the people and provinces of Vanuatu, and abroad
Position Summary	Responsible of the NUV Information and Communications, the Information and Communications Manager will be in charge of the daily information flow of interest to the NUV with strategic communication needs.
Key Responsibilities – Detailed Listing	<p>Under the supervision of the Director of Partnerships, Legal Affairs and Communication, the Information and Communications Manager will have in charge to:</p> <ol style="list-style-type: none">1. Manage, coordinate and advise on all forms of information and communications related to the NUV;2. Develop and maintain good and regular contacts and networks with all media and information outlets in Vanuatu with relevant ones in the region3. Develop promotional materials and tools to help market the National University of Vanuatu using existing mediums, including digital platforms, radio, television and print media4. Oversee all creatives for digital mediums, marketing platforms, collaterals and publications, from the concept phase through to finished artwork. E.g. flyers, banners, newsletters, presentation slides, videos, profiling current and past students etc...5. Develop and create social media content (text/ graphics/ gifs/ video) for posting purposes and marketing usage.6. Produce online content and offline content to promote our undergraduate and graduate programmes as part of website development.7. Develop and maintain a style guide in-house academic programme colour themes, to guide creatives designed for marketing.8. Handle photography assignments and maintain photo gallery to ensure sufficient images for use in creatives.9. Support video production for outreach and marketing purposes.

	<ol style="list-style-type: none"> 10. Maintain social platform activities e.g. LinkedIn, Facebook, Twitter including website 11. Promote programmes to industry, alumni, schools locally and overseas etc... 12. Track the ROI (in full) and provide social media analytics reports 13. Support NUV events e.g. recruitment fairs, seminars, alumni get togethers, university visits, workshops and retreats. 14. Cover the outreach and publicity duties of other sections in the NUV, when necessary. 15. Compile all relevant information and photographs on NUV events to assist with writing up NUV regular and annual reports 16. Any other relevant duties as assigned by Director or VC's Office
Critical Competencies	<ol style="list-style-type: none"> 1. Perform and behave in a professional manner, with occupational knowledge, high level of accountability and with adaptability to changing situations 2. Strive for excellence in quality information and communication skills, inclusiveness and teamwork 3. Contribute to the NUV, with innovation, management and quality focus
Qualifications	Bachelor's degree in Information and Communication, Web & Digital Media or related field with proven years of relevant working experience.
Special Skills	<ul style="list-style-type: none"> ✓ At least 2 years of experience in graphic design and social media content development preferred ✓ Highly proficient in language and communication skills (English/French/Bislama) ✓ Highly proficient in design tools such as Adobe Creative Suite [Illustrator, InDesign, Photoshop and Aftereffects] and concept development ✓ Skills in content development and writing social media posts a must. ✓ Skills in videography, photography and editing an advantage. ✓ Knowledge of WordPress ✓ A keen eye for aesthetics, typography and layout with the ability to ensure the final design is visually appealing. ✓ Possess initiative and receptiveness to feedback and suggestions on designs and marketing content, with interpersonal skills to deal with students, lecturers, management and VIPs. ✓ Preferably some working experience in event management and administration. ✓ Proficient in Microsoft software.
Required Experience	At least 3 years' proven experience in Information and Communication Experience in University or tertiary institution settings is a preference
Language	Fluent in English, French and Bislama
Terms and Conditions of Employment	Annual salary: From 3.9 M VT depending on qualification and experience

The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in the NUV shall be based on merit and on equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to gender balance in employment and to providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV will not discriminate basis of gender, religion, nationality, race, language or disability.

Contact Person

Potential applicants with specific questions are welcome to contact the human resources' service at apply@univ.edu.vu

Selection Methods

Please send your cover letter and CV with 2 references from past/recent employment including recent contact details and evidence of your highest qualifications to the following address: apply@univ.edu.vu

Deadline for submission: 3 February 2023 by 5 PM