



EURO-MEDITERRANEAN HUMAN RIGHTS NETWORK
RÉSEAU EURO-MÉDITERRANÉEN DES DROITS DE L'HOMME
الشبكة الأوروبية - المتوسطية لحقوق الإنسان

Job Vacancy – Communication and Online Media Assistant, Cairo, Egypt

Deadline for applying: Tuesday 30 October 2012

The Euro-Mediterranean Human Rights Network (EMHRN) invites candidates to apply for the post of Communication and Online Media Assistant in its office in Cairo.

Do you have experience with **CMS, InDesign Photoshop+ illustrator and online newsletters?**

Do you have technical flair and knowledge of HTML? Do you have a 'graphic eye'?

Are you used to working with social media such as Facebook, Youtube, blogs, Twitter, videos, and mobile applications?

Then you might be the new Communication and Online Media Assistant of the Euro-Mediterranean Human Rights Network. The EMHRN is in the process of developing its online presence and you will be an important part of the EMHRN's communication with staff, member organisations, politicians, media and other stakeholders. You will be based in Cairo (Maadi) where you will work closely with our Egypt-based Communication Officer. On an everyday basis you will support the rest of the communication team with internal and external communication tasks.

Your tasks will include:

- Update on a daily basis and further developing of our website in three languages (Arabic, English, French), including its multimedia section.
- Preparing and sending out EMHRN's Weekly News Bulletins..
- Feeding and maintaining EMHRN's Twitter and Facebook pages and strengthening EMHRN's use of other social media.
- Being responsible for the technical developments of the website (content and accessibility of the website) together with the communication officers.
- Restructuring and managing EMHRN's pictures and documents archives as well as mailing lists and data base.
- Ensuring the lay-out of EMHRN reports and publications and communication-related documents, and liaising with contracted publishers/designers.
- Designing and printing EMHRN business cards and other basic communication documents (folders, etc.).
- Doing other tasks in cooperation with EMHRN communication officers.

Your qualifications and core competences:

- Proficiency with CMS/Wordpress, InDesign Photoshop+ illustrator and online newsletters.
- Up-to date technical skills in internet applications.
- Documented experience as a web editor (min. 2 years) working with websites, social media and graphics.
- Fluency in Arabic **AND** English. Knowledge of French will be considered as an important asset.
- Understanding of human rights principles and/or the Euro-Mediterranean and/or the work with civil society organizations.



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Other competences

You feel at home and work effectively in a multicultural environment, you are able to work autonomously and take initiatives. You are very analytical, resourceful and structured. You can deal effectively with changing priorities, and are able to keep strict deadlines and deal with several projects simultaneously.

Background: The EMHRN is a network of approximately 65 human rights organisations in 30 countries. Its mission is to promote and strengthen human rights and democratic reform within the framework of the Euro-Mediterranean Partnership (EMP), the European Neighbourhood Policy (ENP) and other EU-Arab cooperation frameworks. The Network seeks to develop and strengthen partnerships between NGOs in the EuroMed region, disseminate human rights values and increase members' capacity in this regard. The EMHRN secretariat is located in Copenhagen. It has an office in Brussels and antennas in Paris, Tunis, Cairo and Amman.

EMHRN's communication team deals both with EMHRN's internal and external communications. It includes for the time being a communication officer based in Cairo and dealing mostly with the Arab press and a communication officer based in Brussels dealing with the European and Brussels-based media. A Director for the Communication Department is to be recruited soon.

Terms and Conditions

Duty station: Cairo, Egypt

Duration: 1 year contract with a 3-month trial period. Depending on the results, possibility of a contract renewal or extension after the first year.

Work: 36 hours per week excluding lunch

Holiday: 6 weeks per year

Salary: according to EMHRN internal standards

Start of the assignment: as soon as possible

Further information

You are welcome to contact Shaimaa Abou Elkhir, EMHRN Communication officer in Cairo, at shy@euromedrights.net for further information on the position. For information on the EMHRN, please refer to www.euromedrights.org

Candidates should forward a letter of application and curriculum vitae, **both in English and by email only, before Tuesday 30 October 2012**, to:

Ms. Shaimaa Abou Elkhir
at shy@euromedrights.net

Please note that CVs or letters of application in another language than English will not be considered.