



VACANCY ANNOUNCEMENT: COMMUNICATIONS ASSISTANT

The Northern Dimension Partnership in Public Health and Social Well-being (NDPHS) Secretariat in Stockholm, Sweden is looking for an enthusiastic self-motivated individual to join the team.

OPENING DATE: 10 DECEMBER 2020

CLOSING DATE: 10 JANUARY 2021

DESCRIPTION OF THE POSITION

The [NDPHS](#) is an intergovernmental organisation providing a platform for transnational cooperation in health and social well-being in the Northern Dimension area.

The NDPHS Secretariat is located in Stockholm, Sweden, and enjoys a status of an international legal entity. The Secretariat's mission is to provide administrative and technical support to the NDPHS and to ensure the continuity and coordination of the work of the Partnership.

One of the NDPHS' Secretariat's tasks is to ensure communication about the NDPHS' work and promote its visibility. We are currently looking for a team member to strengthen the Secretariat's capacity in its communication task.

The ambition of the Secretariat in the next three years is to:

- 1) increase the communication capacity of the NDPHS Secretariat;
- 2) develop a comprehensive NDPHS Communication Strategy;
- 3) develop a new visual identity for the NDPHS;
- 4) develop a new NDPHS website.

The Communications Assistant will support the NDPHS Secretariat in realizing this ambition. The tasks will include assisting the Secretariat in its communication role; proactively looking for new cooperation partners; coordinating the development of the NDPHS Communication Strategy, new visual identity and new NDPHS website; keeping the NDPHS website up-to-date; developing content to be disseminated via social media, websites, newsletters, press releases and any other distribution

channels and taking initiative in suggesting ways to improve the external and internal communication.

WHAT'S IN IT FOR YOU?

You will be welcomed in a small, friendly, open minded and supportive team who believes in work-life balance, empowering the employees and encouraging initiative at a workplace. Our office is located in the Södermalm district of Stockholm.

THE TALENT WE ARE LOOKING FOR IS A GREAT COMMUNICATOR WHO CORRESPONDS TO THE FOLLOWING CRITERIA:

FORMAL CRITERIA

- 1) Citizenship of an [NDPHS Partner Country](#). (A residence/working permit is not sufficient).
- 2) Fluency in English, which is the working language of the Secretariat.

PROFESSIONAL CRITERIA

- 1) Relevant university degree and at least 1 year of relevant work experience in communications, public relations, media or similar, preferably in the focus areas of the NDPHS.
- 2) Very good co-ordination and organisational skills.
- 3) Experience with using common communication tools, for example social media (Facebook, Twitter, LinkedIn), content management systems (e.g. Wordpress), tools for contact management and newsletter distribution (e.g. MailChimp) and videoconferencing software (e.g. Zoom).
- 4) Understands and has an experience with international cooperation processes, preferably in the focus areas of the NDPHS.
- 5) Project management experience.
- 6) Excellent writing skills, experience in content creating; communicates clearly, concisely and in an engaging manner.
- 7) Knowledge and skills in using design tools (e.g. Photoshop, InDesign) and/or video editing software is an asset.

PERSONAL CHARACTERISTICS/INTERPERSONAL SKILLS

- 1) Excellent team player and has a positive mindset.
- 2) Curious, proactive and creative.

EQUAL OPPORTUNITIES

We value diversity in our workplace, and encourage all qualified individuals with diverse backgrounds to apply.

We apply equal opportunities and accept applications without distinction on the grounds such as age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

TERMS AND CONDITIONS

The contract is offered until 31 December 2023. The starting date is as soon as possible and preferably 1 March 2021. In the view of COVID-19 restrictions, first months of the employment are possible as a remote work. First six months of employment are a probationary period.

The position is offered at Grade F as classified in the Personnel Handbook. The remuneration package includes pension allowance and vacation allowance.

The Secretariat's officials and their family members have access to the Swedish health care on the same terms as other Swedish residents.

The fundamental conditions of employment at the NDPHS Secretariat are set out in the [Personnel Handbook](#).

HOW TO APPLY?

Please send a completed [application form](#) and your motivation letter together with your **motivation letter** together with your **CV in English** to secretariat@ndphs.org.

The deadline for application is **10 January 2021 23:59 CET**. The email subject line should be written as **"VACANCY COMMUNICATIONS"**.

Please note that applications received after the deadline will not be considered.

Only short-listed candidates will be contacted.

A reserve list of candidates may be drawn up by the NDPHS Secretariat following the interviews and used should additional employment opportunities arise. The reserve list will be valid for 12 months after the closure of the selection procedure.

THE SELECTION PROCESS

Successful candidates will be selected based on their education, experience, motivation and personal characteristics. You are expected to reply within 7 working days from the receipt of the offer.

If an application is unsuccessful you may re-apply in the future.

Questions regarding the application can be submitted to the NDPHS Secretariat at secretariat@ndphs.org.



Northern Dimension
Partnership in Public Health
and Social Well-being
www.ndphs.org

APPLICATION FORM COMMUNICATIONS ASSISTANT

PERSONAL DATA

Name:

Address:

Phone:

e-mail:

Date of birth:

Citizenship:

REFERENCES (please provide at least two)

Full name:

Name of the organisation:

Position held:

Phone:

E-mail:

Would you have objections against us contacting your present or past employer?

Yes

No

State possible start date for this job:

DECLARATION

I hereby certify that all information stated in this application form is true and complete to the best of my knowledge, and I am aware that any incorrect statement may invalidate my application. I authorise the NDPHS Secretariat to verify the information provided herein.

Date and Place:

Name and Signature of the Applicant: