



The European School Brussels IV is recruiting a :

## Communication Secretary (m/f) Undetermined contract – Full Time

(Reference : RP82 – 2018-12)

*The European Schools are an intergovernmental organisation providing multilingual, multicultural and multinational education.*

### **JOB DESCRIPTION AND MAIN TASKS**

- Development of a PR strategy (press relations)
- Coordination of communication between the school management and the various partners and stakeholders
- Creation of texts and publications concerning the school (in different languages)
- Harmonisation of the layout and style of all official documents of the school as well as local policies
- Management of the school website (webmaster)
- Creation and editing of media (photos, videos ...)
- Administration of a multilingual content management system
- Event planning / Event organisation / Event management
- Organisation and coordination of visits from national delegations, VIPs, TV / radio journalists and media representatives
- Managing any other communication that the Management team considers necessary and appropriate

### **PROFILE**

- Graduate degree (at least 3 years)
- Native speaker of French or English with an advanced competence (C1-C2) of either English, French or German
- Good knowledge of IT tools and ability to quickly use the tools created within our schools
- Good knowledge in graphic design, photo and video edition
- Experience in web content management
- High degree of autonomy
- Sense of organisation, team spirit, sociability, flexibility, resilience to stress
- Good writing and editorial skills
- Awareness of intercultural relations and affinity for an educational environment



## WE OFFER

- Permanent contract according to the Belgian legislation and the AAS service regulation (See website of the European Schools [www.eursec.eu](http://www.eursec.eu))
- 37h30 working hours per week
- Possibility of a timetable adapted to school holidays
- A monthly gross salary of 3.411,78 €
- Progression in the career
- A varied job with a lot of contacts
- The possibility of having your own children admitted to a European School
- Further education and training opportunities
- A pleasant working atmosphere in an intercultural environment
- Position available immediately

## INTERESTED ?

Your application must be sent in **PDF version** by email only to the following address : [lae-recruitment@eursec.eu](mailto:lae-recruitment@eursec.eu)

Your application **must** contain **3** attachments :

- A motivation letter
- A Curriculum Vitae
- A copy of your diploma/qualification

Your application should mention the following reference : PR82 – NAME Surname

Applications that **do not** respect the procedure **will not** be considered

Deadline for sending applications: **12/01/2019**

No answer will be given to the candidates before the end of the procedure

Applicants are selected on the basis of their qualifications, taking into account the interview and any tests they might be required to sit for.

Successful candidates will be required to provide a « Certificat de bonne vie et mœurs » (Model 2 – to access to an educational activity in Belgium or any other similar document for another country of origin) prior to entry into service.

Please note that all data will be stored electronically, whilst respecting privacy laws. Candidates who are opposed are kindly asked to inform us beforehand.