|  |  |
| --- | --- |
| ORGANIZATION | International Center for Human Development  |
| TITLE | Web Communications Specialist |
| LOCATION  | Yerevan |
| OPEN TO/ ELIGIBILITY CRITERIA:  | All qualified candidates |
| START DATE/ TIME: | June 2012 |
| JOB DESCRIPTION | The Web Communications Specialist will support the ULISSES (Umbrella Information System for Employment Services) Unit in refining and carrying out the ULISSES communications strategy. The incumbent will participate in the knowledge building and knowledge sharing processes of the Unit aimed at enhancing the website as an information portal, including development of tools for web-communications (articles, interactive maps and quizzes, news banners, electronic newsletters etc); updating the ULISSES website; research and development of content pursuant to web-content development requirements of the communications strategy; monitoring of the quality of web communications; feedback checks; and webanalysis.  |
| JOB RESPONSIBILITIES | * Support the ULISSES Unit in the further elaboration and implementation of the web communication strategy
* Make weekly communications plans, implement and report to the ULISSES Unit Coordinator
* Research and prepare articles, knowledge products and other reference materials on EU labor market, EU and member-state labor regulations, public and private institutions operating in the labor market and on other relevant topics
* Update project-related news and stories
* Regularly provide links to other sources of knowledge or information repositories (EU-based portals etc)
* Support in developing interactive tools for web-communication, including quizzes, news banners etc and monitor their maintenance on the web
* Timely and effectively respond to inquiries for public information materials
* Prepare monthly electronic newsletters for Armenian Private Employment Agencies (PEAs)
* Monitor the quality of web content in accordance with the quality criteria of the communications strategy
* Conduct user feedback checks and analyze user access and use of the website
* Suggest website design improvements
 |
| REQUIRED QUALIFICATIONS AND SKILSS | * University degree in social sciences, media relations, journalism or other related fields
* Strong computer skills (MS Office, web based CMSs etc), experience in maintaining websites
* Excellent knowledge of Armenian and English languages
* Strong analytical skills, able to conceptualize issues, research and interpret data/ information
* Strong communication skills; including writing, editing, summarizing
* Adaptable to change and able to manage complex situations
* Open to constructive criticism and differing points of view, and ready to learn personally and professionally
* Goal-oriented, motivated, innovative personality with strong work ethics
* Team player
 |
| REMUNERATION/ SALARY | Based on experience |
| APPLICATION PROCEDURES | Please send your CV to info@ulisses.am  |
| APPLICATION DEADLINE | May 15, 2012 |
| ABOUT ORGANIZATION | ICHD is a Yerevan-based think tank with a mission to help improve policy and decision making processes through research, analysis, training and advocacy. |
| ABOUT PROJECT | The Umbrella Information Support System for Employment Services (ULISSES) is a sub-component of the larger “Strengthening Evidence-Based Management of Labor Migration in Armenia” jointly implemented by ICHD (International Center for Human Development) and IOM (International Organization for Migration). It is a 3-year project funded by the European Union (EU) with the aim to prevent irregular migration of Armenian residents through regulations of, primarily, migration processes of labor migration in Armenia. |
| ADDITIONAL NOTES |  |
|  |  |