## SHORT-TERM ASSIGNMENT

**MEDIA AND COMMUNICATION SPECIALIST (SPANISH)**  
PUBLIC INFORMATION SERVICES,  
LEGAL AFFAIRS AND EXTERNAL RELATIONS DIVISION

Position number: STA 20-08

<table>
<thead>
<tr>
<th>Date of Issue:</th>
<th>13 July 2020</th>
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<tbody>
<tr>
<td>Deadline for applications:</td>
<td>28 July 2020</td>
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<td>Entry on duty:</td>
<td>As soon as possible</td>
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<td>Rate of pay:</td>
<td>£2,775.00 net per month (free of income tax in the UK)</td>
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<td>Contract information:</td>
<td>This is an assignment for a maternity cover until 31 December 2020. Temporary contracts at IMO are issued in quarterly periods. Extensions are based on requirements and/or performance. There will be no expectation of conversion of the assignment to another type of contract. Only applicants with unhindered eligibility to live and work in the UK should apply.</td>
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### Purpose of the Post
Under the overall supervision of the Head of the Public Information Service, and the direct supervision of the Social Media and Communications Officers, the incumbent will convert, create and maintain web content on the IMO website in Spanish. They will be required to take responsibility for a considerable proportion of the IMO's written (in Spanish) and visual public communications output. For more specific details on the duties and responsibilities, please refer to page 2.

### Required competencies

- **a)** Ability to draw on a thorough understanding and knowledge of the global Spanish-speaking media within the context of delivering the Organization’s Media and Communication Strategy.
- **b)** Good understanding of the basic principles and practices of strategic media engagement and corporate communication.
- **c)** Ability to draft original content in English and Spanish to support delivery of the IMO Media and Communication Strategy and ability to convert English journalistic text into Spanish quickly and accurately, retaining appropriate style and nuance.
- **d)** Demonstrable ability to prioritize, plan and organize work independently and accurately under minimal supervision. Strong initiative and judgment.
- **e)** Thoroughness and excellent attention to detail in all responsibilities.
- **f)** Ability to work effectively in a team while interacting with many stakeholders.
- **g)** Ability to research and gather information.

### Professional experience
Minimum six years’ experience within the media and communications sector, journalism, web design and editing or similar fields is essential. Experience in a multilingual workplace is essential. Experience and competence in photography and/or, filming and film editing is an advantage. Experience within the framework of the United Nations System or an international organization would be an advantage.

### Education
Secondary education or equivalent to university entrance standard. Any additional degree or qualifications in Media or Communication would be an asset.

### Language Skills
Complete proficiency in English and Spanish is essential. Good working knowledge of French may be an advantage.

### Other Skills
Proficiency in MS Office applications is essential. Demonstrable knowledge and familiarity with SharePoint and specialist software such as Google Analytics, PR Gloo. Demonstrable knowledge of, and familiarity with, maritime and shipping terms in both English and Spanish. Good interpersonal skills to represent the Organization effectively with external clients, e.g. journalists and other external media.

### How to apply
Applications must include an up-to-date Personal History Form (also available from our website www.imo.org) and must be accompanied by a cover letter stating your reasons for applying and mention any experience relevant to the post. Applications should be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.

Please state reference STA 20-08 as well as the title of the post in the subject line. Do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are shortlisted for an interview. Candidates may be tested in all relevant areas.
MAIN DUTIES AND RESPONSIBILITIES

1. Draft, create, upload and maintain content (including press releases, articles, meeting summaries) on the Spanish language section of IMO’s public website, according to established editorial standards and in line with the IMO Media and Communication Strategy. This will include converting and editing dynamic web content created initially for the IMO public website in English.

2. Draft content for IMO social media platforms in Spanish.

3. Develop, maintain and, where necessary, revise websites, webpages and web elements.

4. Ensure editorial and design consistency through all IMO websites.

5. Using media platform analytics, assist in preparation of quarterly, cross-sectorial statistical analysis of media section output for presentation to the Senior Management Committee.

6. Provide web content management support and training to other IMO staff, as requested.

7. Research and develop media contact databases particularly, but not exclusively in Spanish media.

8. Assist in developing and delivering multi-platform communication strategies for the Organization’s campaigns, projects and initiatives.

9. Perform other related duties within the Public Information Services team, as may be required, utilizing the full range of required skills and competencies. Such duties may include, but not limited to:
   - direct liaison with Spanish media – assisting with factual questions and requests
   - meeting and escorting media representatives at IMO HQ
   - support at meetings and press conferences
   - website development
   - photography- taking and editing photos
   - video – film recording and editing, thus experience and competence in photography and/or, filming and film editing is an advantage.

10. Ability to convert English journalistic text into Spanish quickly and accurately, retaining appropriate style and nuance.