

## RECRUITMENT FOR COMMUNICATION AND MULTIMEDIA MANAGER

### APPLICATION N. 10/2022

ForestWISE is a Collaborative Laboratory focused on forest and fire issues through the development of (co)research, innovation and knowledge transfer and technology activities. Our goal is to increase and improve sustainable forest management in Portugal, the competitiveness of the Portuguese forestry sector and to reduce negative consequences of large rural fires.

ForestWISE currently leads or participates in national and international large scale and impact projects in the forest and fire areas.

ForestWISE opens positions for **one Communication and Multimedia Manager** in the scope of RN21 Integrated Project - Innovation in the Natural Resin Sector to Strengthen the Portuguese Bio-economy, funded by Fundo Ambiental through Component 12 - Promotion of Sustainable Bio-economy (Investment TC-C12-i01 - Sustainable Bio-economy No. 02/C12-i01/202), through European funds provided to Portugal by the Recovery and Resilience Plan (RRP), in the scope of the European Recovery and Resilience Facility (RRF), framed in the Next Generation UE, for the period from 2021 -2026.

**Position:** COMMUNICATION AND MULTIMEDIA MANAGER – one position

#### **Summary description of the function:**

Under the supervision of the ForestWISE's CTO and the RN21 integrated project Director, the Communication and Multimedia Manager will:

- Develop activities under the scope of RN21 communication strategy;
- Follow up daily management with the advertising and public relations agencies;
- Perform tasks related to internal and external communication;
- Create newsletters and other communication supports;
- Produce news, press releases and other communication materials;
- Prepare clipping reports;
- Website and social media content management;
- Support event organization and its communication;
- Ensure the communication with project partners;

- Support the monitoring of the RN21 project execution;
- Prepare activity reports related to the functions, to integrate in the project's reports and activity plans;
- Support project management activities, communication and results dissemination;
- Support and follow-up the production of the Technical Magazine;
- Represent ForestWISE in relevant events and initiatives.

**Qualifications:**

Degree in Communication Science, Communication and Multimedia, Corporate Communication, Journalism, Public Relations or similar.

**Required experience:**

Among others, the following are prioritized:

- Ability to identify the communication needs of the organization;
- Development and execution of communication plans;
- Knowledge of Content Management System platforms (e.g. Wordpress);
- Experience on content creation for different physical and digital platforms;
- Domain of internal and external communication techniques;
- Office knowledge in user's perspective;
- Portuguese and English language written and oral proficiency (level C1 of the Common European Framework of Reference for Languages);
- Experience in developing dissemination activities in national and European projects;
- Experience in creating institutional events, aimed at various types of public;
- Experience in brand creation and related communication and marketing campaigns;
- Experience in multimedia content development.

**Personal skills/ Soft Skills:**

Among others, the following skills are relevant:

- Organization and work method skills;
- Easy integration on teamwork;
- Ease of relationship with differentiated interlocutors;
- Excellent communication skills and interpersonal relationships;

- Excellent writing and synthesis skills;
- Proactivity and ability to identify improvements in processes and information flows;
- Proactivity in solving the organization's daily issues;
- Availability and flexibility of schedule.

**Evaluation Criteria:**

- Interview with candidates with curricular evaluation equal to or more than 14 points
- The final classification will be the weighted average of the curriculum evaluation, which will assume a weight of 60%, and the interview, which will represent 40%
- Selection of the candidate with the best final ranking
- The jury reserves the right to decide not to select any candidate, or just one, if they agree that none of the candidates has the profile required.

**Conditions:**

The Communication and Multimedia Manager will be entitled to an employment contract with a fixed monthly salary between TRU 12 and TRU 30 levels, according to the curriculum vitae and the experience presented and proven.

Workplace: Vila Real

ForestWISE actively promotes a non-discrimination and equal access policy. No candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due to, namely, parentage, age, gender, sexual orientation, marital status, family situation, economic status, education, origin or social status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and union membership.

**Jury:**

Miguel Silveira - Chairman of the Board

Francisco Carvalho – Administrador

João Gaspar – Administrador

Carlos Fonseca – Chief Technology Officer

Alexandra Marques – Executive Coordinator

Paulo Fernandes – Executive Coordinator

Rogério Rodrigues - Executive Coordinator

**Application submission:**

Send curriculum vitae, degrees certificates, motivation letter and other necessary documents to [contact.fw@forestwise.pt](mailto:contact.fw@forestwise.pt) and [raquel.paiva@forestwise.pt](mailto:raquel.paiva@forestwise.pt)

**Date:** from 21/10/2022 a 09/11/2022