

RECRUITMENT NOTICE

COMMUNICATION AND MULTIMEDIA MANAGER FOR THE rePLANT PROJECT

Application no. 05/rePLANT/2023

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 position for one Communication and Multimedia Manager in the scope of the rePLANT project – Grounding collaborative strategies for integrated management of forest and fire, with the codename POCI-01-0247-FEDER-046081 (Notice 14/SI/2019 - Business R&DT (Mobilising Programmes)), co-funded by Compete/Portugal 2020, through the Competitiveness and Innovation Operational Programme (POCI) and the Lisbon 2020 Operational Programme.

Position: COMMUNICATION AND MULTIMEDIA MANAGER – one position

Summary description of the function:

Under the supervision of the ForestWISE's CTO and rePLANT's project coordination, the Project Technician will:

- Develop activities within the communication strategy of rePLANT's Project;
- Follow up on daily management with advertising and public relations agencies;
- Perform tasks related to internal and external communication;
- Produce newsletters and other communication supports;
- Produce news, press releases and other communication materials;
- Support in the preparation of clipping reports;
- Managing and developing content for the project's website and social networks;
- Supporting the organisation events and developing the related communication;
- Ensure communication with the project partners;
- Prepare activity reports associated with their functions, for integration in the project reports and activity plans;

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- Support the execution of project management, communication and results dissemination activities;
- 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 organisation's communication needs;
- Development and execution of communication plans;
- Knowledge of Content Management System platforms (e.g. Wordpress);
- Experience in content creation for different physical and digital platforms;
- Knowledge of internal and external communication techniques;
- Knowledge of Office in a user's perspective;
- Written and oral command of Portuguese and English (level C1 of the Common European Framework of Reference for Languages);
- Experience in developing dissemination activities in national and European projects;
- Experience in the development of institutional events, addressed to various target audiences;
- Experience in brand creation and related communication and marketing campaigns;
- Experience in developing multimedia contents.

Personal skills/Soft Skills:

Among others, the following skills are relevant:

- Organisation and work method skills;
- Ability to work as part of a team;
- Easy to relate to different interlocutors;
- Excellent communication and interpersonal relationship skills;
- Excellent writing and synthesis skills;
- Proactivity and ability to identify improvements in processes and information flows;
- Proactivity in solving the daily issues of the organisation;
- Availability and flexible working hours.

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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 13 and TRU 31 levels, according to the curriculum vitae and the experience presented and proven.

Workplace: Vila Real

Period of the contract: until 30 June 2023

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:

Francisco Carvalho – Member of the Board

João Gaspar – Member of the Board

Carlos Fonseca – Chief Technology Officer

Paulo Fernandes - Executive Coordinator

Alexandra Marques – Executive Coordinator

Rogério Rodrigues – Executive Coordinator

Jorge Cunha – Project Manager

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Application submission:

Send curriculum vitae, degrees certificates, motivation letter and other necessary documents to contact.fw@forestwise.pt and raquel.paiva@forestwise.pt

Date: from 06/02/2023 a 17/02/2023

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