

RECRUITMENT NOTICE

CHIEF COMMUNICATIONS OFFICER

APPLICATION N.02/2024

CoLAB 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.

CoLAB ForestWISE is currently leading or participating in large-scale national and international projects in the forest and fire areas. Its young and dynamic team is looking for the best human resources in each of the areas in which it operates.

CoLAB ForestWISE is calling for applications for a **Chief Communications Officer** under the Interface program - the basic funding program under the Recovery and Resilience Plan approved under the terms of Open Call for Applications No. 01/C05-i02 /2022, Investment RE-C05-i02 - Interface Mission, as part of the European Union's (EU) Recovery and Resilience Facility (RRF), Next Generation EU, for the period 2021-2026.

Position: Chief Communications Officer

Summary description of the function:

Under the supervision of the CoLAB ForestWISE CTO, the Chief Communications Officer is responsible for the following activities:

- Coordinating the CoLAB's Communications Office;
- Developing and implementing the communication strategy and organisational image;
- Coordinating, planning and managing website content production, institutional social networks, newsletters, news, press releases and other external communication media;
- Coordinating event organisation and developing all associated communication;
- Coordinating, planning and managing activities and tasks related to the organisation's internal communication (team and associates);
- Advising CTO on relations with the media;
- Coordinating media monitoring about Forestry and Fire, as well as about CoLAB ForestWISE;

- Coordinating and managing, in collaboration with the directors of each consortium managed by CoLAB, the communication and branding of each project.

Qualifications:

Degree, Master's or PhD in areas related to Communication Sciences (Communication, Public Relations, Organisational Communication, Communication Design, Journalism, Marketing, Digital Marketing) or related areas.

If the qualification has been acquired by a foreign higher education institution it must be recognised by a Portuguese higher education institution, under the terms of Decree-Law No. 341/2007, of 12 October, regulated by Order No. 227/2017, of 25 July and updated by Decree-Law No. 66/2018, published in the Diário da República (1st Series, No. 157, of 16 August 2018), having any formalities established in this document be complied with by the effective date of the hiring.

Required experience:

Among others, the following are prioritized:

- Proven professional experience in institutional communication, with at least 3 years in institutional communication management positions;
- Experience in planning, coordinating and developing dissemination activities in national and European projects, in companies, National Scientific and Technological System organisations or public bodies;
- Ability to identify the organisation's communication needs;
- Experience of content management for websites on web platforms;
- Expertise in internal and external communication techniques;
- Knowledge of design and marketing preferred;
- Knowledge of Office, image editing programmes and vector editing;
- Written and oral proficiency in Portuguese and English (level C1 of the Common European Framework of Reference).

Personal/Soft skills:

- Organisational skills and working methods;
- Easily integrated into teamwork;
- Easy to relate to different interlocutors;
- Excellent communication and interpersonal skills;

- Excellent writing and summarising skills;
- Proactivity and ability to identify improvements in the various information flows;
- Proactivity in resolving the organisation's daily issues;
- Immediate availability and flexible working hours.

Evaluation Criteria:

- Interview with candidates with curricular evaluation equal to or greater than 15 points.
- The final classification will be the weighted average of the curriculum evaluation, which will assume a weight of 50%, and the interview, which will represent 50%.
- Selection of the candidate with the best final ranking.
- The jury reserves the right to decide not to select any candidate if they agree that none of the candidates has the profile required.

Conditions:

The Chief Communications Officer to be hired will be entitled to an employment contract with a fixed monthly salary, between **TRU25** and **TRU52**, according to the Curriculum Vitae and the experience presented and proven.

Workplace: Vila Real

CoLAB 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 – Member of the Board

João Gaspar - Member of the Board

Carlos Fonseca - Chief Technology Officer

Rogério Rodrigues - Executive Coordinator

Alexandra Marques - Executive Coordinator

Application submission:

Send curriculum vitae, degrees certificates, motivation letter and other necessary documents, with the application reference number (Application 02/2024) to recrutamento@forestwise.pt

Date: From 05/01/2024 to 02/02/2024