



Job Title: Head of Unit - Internal Communications & Editorial

Full/Part time

Job ID: 103496

Location: Luxembourg

The **EIF, the European Investment Fund** (EIF), is seeking to recruit for its **General Secretariat Department, Internal Communications & Editorial Unit**, at its headquarters in **Luxembourg, (Job ID: 103496)**.

Head of Unit – Internal Communications & Editorial

Appointment will be made on the basis of a fixed term contract of three (3) years.

Purpose:

The Head of Internal Communications & Editorial is responsible for the implementation of EIF's communication activities with a view to ensuring the production of relevant content about EIF's activities, the positioning of the institution vis à vis a broad range of stakeholders and the strengthening of internal communication in a growing institution. The incumbent is further responsible for the development and implementation of the communication strategies for mandates serviced by EIF. The Head of Internal Communications & Editorial needs to coordinate closely with the EIB's Communication Department to contribute to the Group's positioning and to facilitate the delivery of the communication activity for EIF. The Head of Internal Communications & Editorial actively contributes to the delivery of results from the team under management.

Operating Network:

The Head of Unit / Internal Communications & Editorial reports to the Secretary General.

Responsibilities:

- Oversee and ensure the development of high quality content presenting clear and consistent information on EIF's activities for external dissemination within the EIB Group framework;
- In coordination with the EIB, further develop and manage the EIF intranet and establish a communications plan in the areas of media and external on-line communications;
- Oversee and ensure the production of publications, presentations, speeches and other editorial material;
- In close cooperation with HR, ensure internal communication activities;

- Ensure the organisation of EIF communication events with a view to increasing the visibility of EIF and reinforcing its reputation with stakeholders;
- Lead, motivate and develop the team on the basis of clear individual objectives within the team's overall goals;
- Implement the communication strategy and policy with the relevant European Commission services in the context of existing EC mandates and develop such strategies for new EC mandates;
- Maintain close cooperation with all EIF services involved for the establishment and validation of information on EIF's activities and in order to promote the use of consistent and up-to-date material.

Qualifications:

- University degree in Communications or related field;
- Minimum 5 years' relevant professional experience in the communication sector with proven management experience;
- Strong knowledge of content production and understanding social media;
- Good knowledge and understanding of the operational framework of EIF and the EIB Group;
- Excellent knowledge of written and spoken English. Knowledge of other EU languages would be an advantage;
- Proficiency in standard computer applications.

Competencies:

- Excellent drafting skills and talented in creative thinking;
- Excellent interpersonal and communication skills and ability to deal with contacts at all levels;
- Ability to work on several projects both independently and in a multi-cultural team, with an aptitude for close co-operation and co-ordination;
- Ability to actively lead, manage and motivate;

Deadline for applications: 13/10/2016

Applications are accepted ONLY via our portal: <https://erecruitment.eib.org>

* Due to high volume of applications, only candidates selected for interviews will be contacted.