

## Communications Manager

**TCSE, Tunisian Center for Social Entrepreneurship, a national organization based in Tunis and working on Social Entrepreneurship is recruiting a Communications Manager in Tunis.**

### Duties and responsibilities

The Communications Manager will report directly to the Executive Director and liaise with the program managers. She/he will be responsible for the communications strategy and implementation/coordination thereof for the TCSE, its programs/projects, and the Lingare innovation hubs.

As such, the role and responsibilities will include:

#### 1. Communication strategy

- For TCSE
- For Lingare innovation hubs
- For projects/programs managed by the TCSE
- Ensure communication strategy and execution comply with requirements of partner organisations where relevant

#### 2. Coordination with local teams

- Communicate and coordinate successful and timely implementation of communication strategy across spaces/project teams
- Provide necessary support to local teams (content creation or feedback, design ideas, etc)
- Timely dissemination of information/content to local teams

#### 3. Content creation

- Story-telling (profiles and stories of entrepreneurs, community members and staff)
- Updates on activities and programs
- Finding interesting articles/information/inspirational stories related to social entrepreneurship and innovation
- Promotion of opportunities

#### 4. Design

- Create graphic chart for TCSE
- Create visuals (posters, facebook posts, etc) for TCSE in compliance with TCSE graphic chart and design requirements of relevant partners
- Validate visuals created by TCSE or Lingare teams and coordinate visuals with relevant consultants

#### 5. Media

- Liaison with relevant media (radio, newspapers, online media) to promote TCSE, its activities and projects
- Keeps database of media contacts
- Draft press releases

#### 6. Website

- Maintain TCSE website content up-to-date
- Link social media updates to website
- Monitor website activity
- Propose how to make the website more functional and dynamic

#### 7. Social media

- Manage TCSE social media accounts
- Monitor social media engagement
- Ensure accounts are dynamic and interactive

The TCSE expects the Communications Manager to:

- Have an outstanding personality to successfully manage the relationships with all team members and establish a network
- Have an interest in Entrepreneurship and specially social Entrepreneurship
- Ensure that the TCSE, Lingare and its programs/projects have visibility
- Deliver tasks on time, within scope and within budget

- Can work independently and is self-motivated
- Provide creative input in terms of communication
- Communicates clearly with team members
- Is able to take constructive criticism and provide relevant feedback

Qualifications and required skills

- Undergraduate degree in communication, marketing, advertising, public relations, media studies, management.
- Excellent communication skills.
- Excellent verbal, written and presentations skills in French, Arabic and English
- Empathic attitude, helpful
- Well organized, proactive, responsible
- Sensitive to cultural diversity
- Excellent Computer literacy (Microsoft Office, Photoshop, etc)
- Excellent use of social media

Experience: 2 to 3 years of experience in communication or marketing.

Work conditions: Innovation hub in Tunis. Monday – Friday, 40h

Working language: French, English and Arabic

Location: Tunis + Mobility in some regions (Mahdia, Sidi Bouzid, Kasserine...).

Duration: 8 months (CDD) renouvelable. To start working by 01 October 2017.

How to apply? Send your CV and motivation letter to [hr@lingare.org](mailto:hr@lingare.org) by 24 September 2017, Tunis time at 23.59 p.m. Interview dates scheduled for 27 and 28 September 2017 in TUNIS – between 8 a.m to 2.30 p.m. Please indicate the following information in the subject of the email of your candidacy: [Candidacy for Communications manager] [Name].