Job Opportunity in the Eurasia Support Centre

The World Organization of the Scout Movement (WOSM) is recruiting a Manager for IT and Communications. The job is based in Kiev, Ukraine.

Manager, IT and Communications

Full time.

Location: Kiev, Eurasia Support Centre

Recruitment Closing date: 01 July 2017

Job Starting date: 01 July 2017

Position concept:

As a part of the Eurasia Regional Support Centre, to provide support to the IT and Communications in the Region.

Applications should be sent no later than 20 June 2017 by e-mail to: Regional Director Mr Iurie Emilian iemilian@scout.org, copy Director, Finance and Administration Ms Tetiana Smykovska tsmykovska@scout.org

Applications should include:

- A Curriculum Vitae with full details of education and career history.
- A supporting statement outlining your suitability for the role, relating your skills, knowledge and experience to the requirements of the Job Description and Person Specification. Your particular interest in applying for this role should also be outlined. No more than 1 page.
- A copy of Passport.
- A copy of Diploma of Higher Education.
Job Description

Position Title: Manager IT and Communications, Eurasia Support Centre, Kiev

Reporting to: Regional Director, Eurasia Support Centre of the WSB

Purpose

Responsible for the development and implementation of a communication strategy for WOSM on Regional level, including advocacy on issues affecting World Scouting.

Responsible for crisis communications and internal communications.

Responsible for the management and implementation of Regional IT & Communications.

Maintenances Regional Support Centre’s software and hardware, archives documents, web-design.

Key Responsibilities

- Develop and implement a Regional communication strategy and action plan including a fully integrated communication plan for Messengers of Peace.
- Provide services through IT and Communications and ensure they are delivered effectively; those include managing our brand and intellectual property on regional and national levels, partnerships and external representation, public and media relations, providing graphic design and audio visual support, IT support, and publishing the organisation’s content by all appropriate means, including increased use of online social media and mobile communication tools.
- IT support includes: install and configure new computers and other IT equipment, diagnose software and hardware problems, ensure backup procedures, repair and upgrade different types of equipment, keep track of IT supplies and equipment e.g. cables and adapters, consumables, perform regular updates of servers, support to the electronic mail and Internet service at the office, archiving, etc..
- Support national volunteer bodies charged with responsibilities in the area of IT and Communications.
- Work in close collaboration with World Scout Bureau colleagues in Global and Regional Support Centers, delivering timely and high quality internal communications.
- Work in close collaboration with National Scout Organizations/Associations in promoting Communications at their level and in ensuring consistent corporate communications across the Region.
- Assist and support National Scout Organizations/Associations in developing their external relationships and in elaborating and implementing their communication strategies and plans.
- Develop and deliver training programmes and tools related to IT and Communications.
- Advise and assist National Scout Organizations/Associations hosting Regional Scout Events on communications plans in connection with such events.
- Ensure that all contractors/agencies engaged to support Communications work are effectively and efficiently managed.
- Conversion into digital format of the Office information into office documents and web-sites graphic presentation and pre-printing formatting of the publications, materials.
- Effectively contribute to the overall management of the Eurasia Support Centre of the WSB by playing a full and active role as a member of the Team.
- Undertake other tasks as agreed with the Regional Director.

**Person Specification**

**Qualifications and experience**

- University degree level or equivalent.
- Appropriate qualification in IT, Communications, External Relations, Marketing or Journalism – ideally with an international dimension.
- Experienced in public relations, advocacy and international media relations.
- Demonstrable experience of designing and implementing a coherent communication strategy and plan within an international organization.
- Demonstrable experience of integrating digital channels in to effective regional communication strategies.
- Demonstrable experience of informational technologies, technical support, design and web-design.
- Experience in international governmental or non-governmental organizations would be an advantage.

**Knowledge and skills**

- Must be able to work and co-operate within an international and multi-cultural framework.
- Must have a leadership style that develops, coaches and empowers staff with a focus on accountability, initiative, service improvement and community satisfaction.
- Must be able to address to audiences, communicate well and motivate people, including partners and stakeholders.
- Must be able to communicate effectively in Russian and English. Literacy in other languages would be an asset.
- Must have demonstrable computer literacy as IT professional.
- Must have a proven capability to negotiate, solve problems, cope with stress and handle conflicts.
- Must have level strategic and analytical skills.

**Personal qualities**

- Dynamic, trustworthy, open-minded with good psychological and political understanding.
- Capable, as a Scout professional, of working with Scout volunteers at national, regional and world levels.
- Willing to travel extensively and to work during the evenings and weekends.
- Passionate and demonstrably enthusiastic about our cause and young people.