

Communication officer Part-time Local Contract

REF 2023RH/FP_PDL/ADM_CHARGECOM_50%

PLACE OF EMPLOYMENT	<i>The French School in Abu Dhabi, Lycee Louis Massignon, a school managed directly by the Agency for French Teaching Abroad (AEFE), with 1770 students from KG1 to Grade 12.</i>
WORK ENVIRONMENT	<ul style="list-style-type: none"> • A multilingual, connected and civic-minded school! • Take advantage of the attractive reception and working conditions
NATURE DU POSTE	Part-time communication officer
DIRECT MANAGER	Chief Administrative officer
TASKS	Organize internal and external communication Participate in the school's promotion
MAIN ACTIVITIES	<p>INTERNAL COMMUNICATION</p> <ul style="list-style-type: none"> • Participate in the internal communication plan • Optimize the means and resources to make the communication plan efficient • Develop internal communication about school events • Contents writing for the website • Create new formats, leaflets, flyers and brochures <p>EXTERNAL COMMUNICATION</p> <ul style="list-style-type: none"> • Develop external communication • Content writing • Community manager of social networks • Develop relationships with major stakeholders: parents, Embassies etc.. • Edit the newsletter and different other communications from the school
SPECIFICITIES AND CONSTRAINTS OF THE POSITION	<p>A recognized professional, open to all the cultures of the world, the candidate must be highly adaptable and prepared to work in a demanding multicultural environment. He/she should have strong interpersonal skills and must be able to lead innovative educational projects.</p> <p>He/she should be dynamic, organized, proactive, flexible and available.</p> <p>Remote working when necessary. Availability on weekends to cover school events.</p>
QUALIFICATIONS	<ul style="list-style-type: none"> • Knowledge of the French education system is essential. • Excellent writing and speaking skills both in French and English. Arabic is an asset.



**LYCÉE LOUIS
MASSIGNON**

ÉTABLISSEMENT
EN GESTION DIRECTE



aefe
Agence pour
l'enseignement français
à l'étranger

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	<ul style="list-style-type: none">● Ability to adapt contents to the channels● Ability to work in a team and to adapt to a multicultural environment● Computer skills: Quark express, photoshop, In Design, Illustrator. Office
REQUIRED DOCUMENTS	<ul style="list-style-type: none">● CV in French and English● 1 passport-sized photo (with white background)● Cover letter● Work Experience certificates● Certified copy of the Bachelor's degree and its certified copies of transcripts● Certified copies of degrees and transcripts● Copy of passport and copy of resident visa if available
REMUNERATION	The remuneration shall consist of salary net of tax and other bonuses.
ADDITIONAL INFORMATION	<ul style="list-style-type: none">● The position is currently vacant or expected to be available as of the start of the academic year 2023● Part time position● Complete application package with all the required documents listed above, shall be submitted online on: https://llm.education

LYCEE LOUIS MASSIGNON

Établissement homologué par le ministère français de l'Éducation nationale
PO BOX 2314 - Abu Dhabi - Emirats Arabes Unis | www.llm.ae