

VACANCY NOTICE 004/2018

Communications Assistant, Laxenburg/Vienna

All our work shall be driven by commitment and excellence

About Us

The International Anti-Corruption Academy (IACA) is an intergovernmental organization with a global constituency as well as an institution of post-secondary education recognized in line with the (EU's) "Bologna process"¹, headquartered in Laxenburg/Vienna. We are a pioneering institution that aims to overcome shortcomings in knowledge and practice in the field of anti-corruption and compliance, functioning as a centre of excellence in education, training, networking, and cooperation, as well as academic research.

For detailed information on IACA please visit our website at www.iaca.int.

IACA is committed to the principles of equal opportunities, non-discrimination, gender balance, and geographical distribution, and upholds its Guiding Principles. We seek to attract the best qualified and most dedicated workforce meeting the highest standards of professional ability, personal integrity, and social competence, and offer fair and competitive international employment terms and conditions.

Vacant Post, Type and Duration of Appointment

The Job Description on the next pages contains the job title, classification of the vacant post, and the job profile, including the responsibilities, education, skills, and professional experience required.

IACA offers a temporary appointment for the duration of two months. Upon consent by both sides, this temporary appointment may be renewed for another term(s). For detailed information, please consult the [Staff Rules of the International Anti-Corruption Academy](#).

Remuneration

As an international civil servant, the incumbent will be entitled to an all-inclusive annual salary of 42,259 EUR, calculated and paid in monthly instalments of 3,521.58 EUR and proportionate to the duration of the appointment. An adjusted dependency benefit will be given to staff members with at least one child.

Applying

If you have related work experience, meet the requirements outlined in the Job Description on the following pages, adhere to our goals and Guiding Principles, and would like to work in a dynamic, multicultural environment, please send a concise CV and cover letter to hr@iaca.int, clearly stating the Vacancy Notice number in the subject line, no later than 13 May 2018 (UTC+1). Please include your contact details as well as the names and contact details of three references.

Shortlisted candidates will be called for an interview. This may be conducted in person or via IP-telephony software. Candidates who choose to come to the IACA campus in person for an interview are responsible for covering their own travel expenses.

IACA's selection is final and not subject to review.

¹ https://wissenschaft.bmfwf.gv.at/fileadmin/user_upload/Kasparovsky/EMPfehlungen/2.1.4.15a_E_BF.pdf

Job Description

Communications Assistant

Post

This Job Description illustrates the job profile, including the responsibilities, skills, education, professional experience, and remuneration for the post of Communications Assistant, classified AD 9, in the Administrative Branch of the International Anti-Corruption Academy (IACA).

Profile

Within IACA's organizational structure, and as part of the organization's overall communications strategy, the Communications Assistant supports the team in raising awareness among the Wikipedia community and the wider public of the content and knowledge produced by IACA in the areas of anti-corruption, compliance, and collective action. He/she also helps to promote the sharing of knowledge within IACA about Wikipedia standards and practices. To this end, he/she cooperates with team members and contributes to the proper workflow, results, and functioning within the team. The Communications Assistant reports to his/her superior and senior management, as defined by the Dean.

The Communications Assistant's place of employment is the IACA campus, in a multinational environment. He/she may also be sent to IACA's other offices or to those of partners, contractors, or other third parties, in Austria or abroad. He/she may also be sent on official missions abroad, as work requires, and thus must hold valid national travel documents.

Duties and Responsibilities

Under the supervision of the designated superior, the Communications Assistant will support IACA in considering how the organization's current content can be shared most effectively through Wikipedia channels, and will also propose new formats and content that would help to further raise the visibility of IACA's work. To this end, he/she will assist the team in identifying ways to build relationships between IACA and the Wikipedia community on the themes of anti-corruption, compliance, and collective action. He/she will help to identify priority areas of Wikipedia and sister projects that could be enriched with resources and knowledge from IACA, and will help to raise awareness among IACA staff in this regard.

The Communications Assistant will actively suggest ways in which the relationship between IACA and the Wikipedia community might develop on a sustainable basis. In this regard, he/she will give internal presentations and written reports upon request that promote the sharing of knowledge within IACA about Wikipedia standards and practices.

In line with IACA's team spirit, he/she works occasionally on other tasks given by his/her superiors, not related to his/her appointment, but where his/her work, experience, and skills are an asset and/or immediate shortage of personnel capabilities so require.

Skills

The incumbent

- has good knowledge of Wikipedia standards and practices, and preferably experience of editing Wikipedia and/or contributing to the Wikimedia family of sites,
- has good understanding of issues related to copyright and open knowledge,
- has experience of contributing to knowledge-sharing within an organization,
- should preferably have a native-level command of written and spoken English,
- has excellent communication skills and is able to present his/her ideas and content in a clear and structured way, both verbally and in writing,
- has sound analytical skills and is an effective problem solver,
- is confident and proactively pursues his/her targets,

- is able to work independently and within a multinational environment as well as with people from different professional backgrounds,
- is able to work well under pressure, adapt to challenging and changing environments, and meet deadlines, and
- is familiar with contemporary computer software (MS Office).

Education

The Communications Assistant shall have an undergraduate degree in communications, social or political sciences, media, or another relevant field, or be currently enrolled in an undergraduate programme in such an area. Additional languages as well as periods of studies abroad are considered an asset.

Professional Experience

One to two years of professional experience in a communications- or information-related field would be a strong asset.