

JOB POSITION

Intitulé du poste	1 or 2 EU Dissemination and Communication Manager (s) - FP7 Cooperation Project CASCADE
Type of contract	Fixed-term contract –8 months
Location	Fondation maison des sciences de l'homme - 190 avenue de France - Paris 13 ^{ème}
Department	Scientific programmes
Position	
Requirements	To be eligible, the candidate has to be a national of one of the European Union countries or have a valid French work permit (visa)
Role	The Dissemination and Communication manager(s) will be required to handle the dissemination activities of the EU FP7 CASCADE project in cooperation with CASCADE scientific coordinator and FMSH departments.
Key tasks	<ul style="list-style-type: none"> - Assist the CASCADE consortium in writing policy memos and disseminating the results of CASCADE research, - Manage CASCADE's website (http://www.cascade-caucasus.eu) and Twitter account, - Develop a database of contacts, - Develop a network of Universities/think-tanks/experts on the Caucasus (through a specific, dedicated website), - Help organise CASCADE events.
Qualifications	
General qualifications	At least 3 years of experience in related fields (communication, policy-oriented research, dissemination of policy-oriented outputs)
Specific qualifications	<ul style="list-style-type: none"> - Experience in policy-oriented research/writing policy memos - Experience in designing/managing websites/Twitter accounts - Experience in designing/managing complex databases - Experience in preparing and disseminating a newsletter - Ability to create, manage and expand a network - Knowledge of the Caucasus context

Skills	<ul style="list-style-type: none"> - Excellent communication and organisational skills - Diplomatic skills - Responsiveness and ability to perform different tasks - Accuracy, reliability and ability to meet deadlines - Ability to take initiatives and independent actions
Experience	<ul style="list-style-type: none"> - Fluency in English (both written and spoken) - Fluency in Russian and/or French is an asset
Diplomas	Master or PhD in communication, political science, IR
Additional information	
Starting date	April 2016
Requirements	To be eligible, the candidate has to be a national of one of the European Union countries or have a valid French work permit (visa)
Job constraints	<p>Travels may be required</p> <p>Willingness to work with flexible hours and when necessary (reporting, key project events) on irregular hours.</p>
Work environment	Created in 1963, the Fondation Maison des sciences de l'homme embodies a unique place of freedom for research in the human and social sciences in France. It generates exchanges and cooperation between researchers from all countries through its geographic programmes and through its mobility fellowship programmes
Contact Person	
Name :	Laure DELCOUR
Email :	Recrutement-ds@msh-paris.fr

Applicants should submit their application in French or English, containing a cover letter and CV before **29 February 2016**. Applications should be sent to Recrutement-ds@msh-paris.fr. The selection procedure will take place in March 2016.