

## Content Officer– European Web Site on Integration Job Description

**Deadline for applications:** 27 July  
**Interviews of selected candidates:** 29 July – 7 August

**Purpose of the job:** To manage the content of the European Web Site on Integration (EWSI). Since 2009, EWSI has served as the European Commission’s unique one-stop resource point for practitioners working on integration issues, both in non-governmental and governmental organisations:

- A collection of good practices, presented in a clear and comparable way
- An online library of key documents (legislation, policy papers, conference reports, etc.)
- Daily updated news and upcoming events
- Information related to European, national and private funding opportunities
- Country information sheets summarising integration policies and governance in each Member State

**Starting Date:** 1 September 2015

**Duration:** Four days-per-week

**Supervisor:** Thomas Huddleston, EWSI EU Expert and MPG Programme Director on Migration and Integration

**Key responsibilities:** *Content Management*

- Constant processing and editing of content items contributed by the network of national integration experts based on agreed editorial guidelines and publishing them on the EWSI;
- Process requests from the European Commission (e.g. content upload, research);
- Drafting the EWSI’s monthly newsletter and sending to readers.

*Administration, logistics and co-ordination*

- Day-to-day project-based financial management, including the production of periodical financial summaries and the organisation of payments;
- Co-ordination of a network of national integration experts working on the project;
- Drafting and proof-reading of reports to external funders;
- Organisation of the EWSI’s annual Editorial Board meeting and the provision of administrative and logistical support accordingly (preparation and circulation of documents, travel and accommodation arrangements, etc.);
- Management of the (outsourced) translation of selected texts;
- Communication and promotion along with the EU Integration Expert
- Other general administrative, co-ordination and support tasks as required.

*Research*

- Ad hoc research tasks as required.



MIGRATION POLICY GROUP

**Person specification:**

Professional skills, knowledge and experience	<p><i>Essential</i></p> <ul style="list-style-type: none"><li>• Higher education degree</li><li>• Excellent project management and numerical skills</li><li>• Excellent proofreading and editing skills</li><li>• Ability to summarise news, policy documents, and research</li><li>• Excellent knowledge of Microsoft Office software and IT skills in general</li><li>• Basic knowledge of HTML and Content Management Systems</li><li>• Excellent English and fluency in French</li><li>• Experience/interest on immigration/integration</li></ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"><li>• Higher level knowledge of HTML and Content Management Systems</li><li>• Basic knowledge of German</li><li>• Experience in event organisation</li></ul>
Personal attributes	<ul style="list-style-type: none"><li>• Confidentiality and tact</li><li>• Very good attention to detail and an eye for accuracy</li><li>• Good team-working skills, including flexibility and commitment to the issues</li><li>• Ability to work to deadlines and prioritise own work within agreed parameters</li><li>• Ability to work independently and initiate activities as appropriate</li><li>• Ability to work with people from different cultural backgrounds</li><li>• Identification with the work and objectives of MPG</li></ul>