



Vacancy Notice N° 176 - Digital Communication Officer (M/F) at the headquarters of the International Center for Advanced Mediterranean Agronomic Studies (CIHEAM), Paris, France

Contract: Temporary, 12 months, full-time, starting May 2026

Presentation of CIHEAM: Founded in 1962, the CIHEAM (International Center for Advanced Mediterranean Agronomic Studies) is an **International organization** dedicated to **sustainable agriculture, food and nutritional security and the development of rural and coastal areas** in the Mediterranean region and beyond. It comprises four Institutes based in Bari (Italy), Chania (Greece), Montpellier (France) and Zaragoza (Spain) and a General Secretariat in Paris. A key historical actor in the **multilateral cooperation in training, research and development**, CIHEAM works with public administrations, universities and research centers, cooperation and development organizations, communities, civil society actors and businesses to meet the needs of Mediterranean populations and territories.

Duties and Responsibilities: Reporting to the Head of Institutional Communication, the Digital Communication Officer will carry out the following responsibilities, while also addressing the needs and tasks of the General Secretariat staff:

Digital Content Strategy & Production

Design and produce high-quality, engaging content for institutional social media platforms (including LinkedIn, X, and Instagram), encompassing the creation of multimedia assets such as short-form videos, graphics, and advanced visualizations.

Draft and edit texts proposals, web articles, newsletters, and social media products, together with synthesizing the organization's complex mandates into accessible, impactful, and coherent narratives for targeted audiences.

Coordinate the daily publication schedule across all digital platforms. Manage the maintenance and optimization of the institutional websites, ensuring proficiency in Content Management Systems (CMS) and Search Engine Optimization (SEO) strategies.

Serve as the primary custodian of the organization's visual identity. Ensure that all digital and communication materials remain polished, professional, and strictly aligned with the institution's visibility objectives and branding guidelines.

Digital Growth & Analytics

Monitor social media, interact with followers and identify growth and partnership opportunities in the digital space.



Track and analyze key performance indicators (KPIs) of digital campaigns, providing monthly reports and areas for improvement based on data analysis.

Institutional & Operational Support

Ensure the digital dissemination of conferences, webinars and field missions (live-tweeting, stories and event summaries).

Manage relationships with external service providers (photographers, printers, graphic designers) to ensure timely delivery of high-quality materials.

Manage the organization's digital assets (photos, videos and publications).

Soft Skills and Key Attributes

Bachelor's or Master's degree in web marketing, communication, journalism or in a similar field.

Minimum 3 years of experience in a similar position, including website management, social media, and content production (videos, infographics, etc.).

Advanced mastery of the main graphics, image and drawing softwares and social media management tools (e.g. Hootsuite, Buffer).

Experience with WordPress or similar content management systems (CMS).

Advanced editorial and copywriting skills in both English and French, with a proven ability to calibrate tone and style for diverse platforms and stakeholder audiences.

Good knowledge of Google Analytics and native social media analytics tools (insights).

Familiarity with web programming languages (HTML, CSS and JavaScript).

Professional fluency of English and French. Working knowledge of another language from a CIHEAM member country will be appreciated.

Strong sense of discretion and ability to handle sensitive information with professional integrity.

Capacity to manage individual workflows autonomously and maintain high-performance standards within a **collaborative and international work environment**.

High operational rigor and time management.

Ability to adapt to varied and evolving contexts.



Proactivity: Independently identify content opportunities and propose solutions, demonstrating initiative attitude.

Diversity, Equity and Inclusion

Committed to promoting diversity and inclusion, CIHEAM adheres to the principle of equal opportunities. Therefore, we invite all qualified individuals to apply, regardless of their gender, sexual orientation, ethnicity, religious beliefs, age, disability, or any other personal characteristic.

Work location : Paris 16th (teleworking possibilities, according to applicable policies).

Successful candidates will be required to provide a valid work permit at the start date.

Remuneration: Between €40K and €45K annually. Possibility of renewal or permanent contract.

Submitting applications : Submit your applications online on the CIHEAM website

<https://www.ciheam.org/detailed-news/projects/about-us/vacancies/>.

Applicants must submit the following documents: a valid national identity card or passport, a copy of the highest degree obtained, a cover letter, and a comprehensive CV in either English or French. Where applicable, a valid work permit must also be provided.

Incomplete applications are likely to be rejected since the beginning of the recruitment process.