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DIGIWAVE

## CALL FOR VACANCY

**Ad hoc Staff – Communication & Social Media Officer**

**Project: DigiWAVE**

CAWTAR invites qualified professionals to express their interest for an **ad hoc staff position of Communication & Social Media Officer** in the framework of the **DigiWAVE Project**, co-funded by the EU under the **Interreg NEXT MED Programme**.

### 1. Project Background

The **DigiWAVE Project** aims to strengthen women's access to employment and entrepreneurship opportunities by enhancing digital, innovation, and transversal skills through a hybrid and transnational approach combining face-to-face activities, e-learning solutions, and online collaborative tools.

Communication and visibility actions are a core pillar of the project to ensure outreach, stakeholder engagement, capitalization of results, and compliance with Interreg NEXT MED visibility requirements

Within this framework, CAWTAR, as a project partner, contributes to the implementation of the DigiWAVE communication and dissemination plan, in close collaboration with the other consortium members and in close coordination with CAWTAR's Communication unit.

### 2. Objective of the Assignment

The objective of this assignment is to contribute to the **design, implementation, and management of the DigiWAVE communication and social media activities**, ensuring coherent project visibility, effective dissemination of results, and active engagement of target audiences across partner countries.

The Communication & Social Media Officer will work **under WP2 (Communication)**, in **strong coordination with the WP leader**.

### 3. Scope of Work and Key Tasks

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Under the supervision of CAWTAR and in close coordination with the **WP2 Coordinator (JOVES)** and the Project Coordinator, the selected expert will be responsible for the following tasks (non exhaustive list):

### **A. Communication Strategy & Coordination**

- Contribute to the implementation and updating of the DigiWAVE communication and dissemination plan.
- Ensure alignment of communication actions with communication and visibility guidelines.
- Coordinate closely with the WP2 leader and Project Coordinator to ensure coherence of messaging and timing.

### **B. Social Media & Digital Communication**

- Contribute to the promotion of the project social media channels (content planning, posting, moderation, engagement) in line with the communication plan.
- Produce and adapt communication content (texts, visuals, short videos, infographics) aligned with project branding and EU visibility rules.
- Monitor performance indicators (reach, engagement, analytics) and propose adjustments.

### **C. Visibility & Outreach Materials**

- Support and coordinate the preparation of communication materials: articles, news, success stories, press releases, press reviews, event announcements, and digital campaigns etc... including coordination with service providers.
- Ensure compliance with **Interreg NEXT MED visibility and communication requirements**.
- Contribute to the visibility of project events (workshops, co-design sessions, trainings, public events).

### **D. Reporting & Capitalisation**

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- Contribute to WP2 reporting by documenting communication activities, indicators, and results.
- Support capitalization and storytelling of project outputs and good practices.

### 4. Expected Outputs

- Regularly updated and animated project communication channels.
- Communication content aligned with the DigiWAVE visual identity and EU requirements.
- Documented communication actions and indicators for WP2 reporting.
- Increased visibility and engagement of DigiWAVE target audiences.

### 5. Duration & Contractual Modalities

- **Type of contract:** Framework contract – Ad hoc staff
- **Working modality:** Part-time, based on validated timesheets
- **Total maximum budget: 19,600 EUR**
- **Daily rate: 50 EUR / day (including all taxes and charges)**
- **Duration:** 01 January 2026 – 23 June 2028
- **Duty station:** CAWTAR office, Tunis, with travel to project events when required.
- **Payment:** Based on validated timesheets, in accordance with project rules

### 6. Required Qualifications & Experience

#### Mandatory Requirements

- University degree in **Communication, Media Studies, Digital Communication, Marketing, Journalism, or related fields.**
- Proven experience in **communication and social media management**, preferably in development, EU-funded, or international cooperation projects.
- Strong skills in digital content creation and online engagement.
- Ability to work in a **multi-partner and multicultural environment.**

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### Language Skills

- Excellent written and spoken **English and French**.
- Knowledge of **Spanish, or Greek** is an asset.

### 7. Application Procedure

Interested candidates are invited to submit:

1. **Curriculum Vitae** (maximum 3 pages)

Applications must be sent **before December 15<sup>th</sup>, 2025 4 PM (Tunis Time)** by email to: [communication@cawtar.org](mailto:communication@cawtar.org) with cc to [info@cawtar.org](mailto:info@cawtar.org) or directly to the CAWTAR registry office ([CAWTAR address link](#)), with the subject line: **“DigiWAVE – Communication & Social Media Officer”**

### 8. Evaluation & Award Criteria

Applications will be evaluated based on the following criteria:

#### A. Eligibility & CV Evaluation (100 points)

- Relevant professional experience in communication & social media: 40 points
- Experience in EU-funded or international cooperation projects: 20 points
- Quality and relevance of past assignments and responsibilities: 20 points
- Language skills and communication capacities: 20 points

#### B. Award Criteria

- The contract will be awarded to the candidate obtaining the highest overall score, subject to compliance with the contractual conditions and budget ceilings.
- CAWTAR reserves the right to request clarifications or conduct interviews if deemed necessary.

### 8. Important Note

Submission of an application does **not** constitute any entitlement to be awarded the contract. The contract will only enter into force once duly signed by both parties, in

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accordance with the rules of the DigiWAVE project and the Interreg NEXT MED Programme.

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