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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 15th, 2025 4 PM (Tunis Time)** by email to: communication@cawtar.org with cc to 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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JÓVENES HACIA
LA SOLIDARIDAD
Y EL DESARROLLO

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