



Bazaruto Center for Scientific Studies

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Job description

Applications open: 15th April 2024

Position: Media, Design & Communications support

Hours: This is a full-time position (but hourly proposals will be considered)

Location: Remote (preferred within GMT -2 to +2) with a possibility to visit station

Begin: May 2024

Salary: Competitive salary based on experience and/or working hours

Direct reporting to: Communications & Commercial Manager

Dotted line reporting to: Station Manager & Chief Scientist

For further information & to send applications, please contact:

Dr. Mario Lebrato

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About BCSS:

The Bazaruto Center for Scientific Studies (BCSS) is an independent, non-profit organization with a mission to protect and support the fragile ecosystems of the Bazaruto Archipelago, Mozambique. BCSS runs the first permanent Ocean Observatory in the Indian Ocean working on multi-ecosystem time-series with an open-data policy. As a solar-powered field research facility in a remote area, BCSS operates on a zero-waste strategy and welcomes volunteers, students, and scientists from any background, who wish to immerse themselves in a unique experience taking part in volunteer/internship programs as well as world-leading research. BCSS provides professional logistical and scientific services in the ground and offshore, both to researchers and filmmakers crews. The Bazaruto Archipelago National Park (BANP) is home to some of the richest yet least-explored subtropical ecosystems - from its dugongs and migrating humpback whales to its coral reefs and mangrove forests. BCSS is committed to better document and protect these pristine habitats via its in-house projects and national/international initiatives.

The Position:

BCSS is looking to appoint a talented, well organised, and experienced person to support the Media, Design, & Communications of the research station, playing a critical role in assisting with communicating our research and other announcements to multiple sectors globally.

Working closely with marketing, commercial, research, and diving colleagues in other departments, you will be instrumental in a communications strategy implementation (writing skills required), including visualising science and producing branded content (design, infographics, templates, using Adobe InDesign, etc. required), creating videos (basic editing skills required), and managing our website (Wordpress), to target a diverse range of audiences through a variety of

carefully managed channels. You will have high level of integrity, relevant professional experience and technical expertise, excellent interpersonal and communication skills. Together with your colleagues you will develop and deliver top-class communications (PR office) by timely executing carefully defined projects, bringing innovative ideas to the table, and collaborating with scientists and managers of the Station.

Primary responsibilities:

- Working closely with the Communications & Commercial Manager, assisting to deliver a communications strategy for the Station.
- Plan and deliver effective and timely communications activity in line with this strategy. This will include producing online materials (design – Adobe InDesign) for variety of BCSS communication channels.
- Work proactively with BCSS management to identify and plan the communication milestones for major achievements, programs, and scientific press releases etc.
- Facilitate the production of materials for BCSS communications (design), including newsletters, reports and social media content (social media management).
- Select and implement appropriate methods for evaluating communications activities, analysing the results to inform future strategy.
- Ensure that BCSS communications follow the institutional guidelines on branding.

Desired Qualifications & Skills:

To succeed in this position, it is pivotal that the person has a track-record in graphic design, video editing, website management and has experience leading, implementing, managing, and monitoring social media platforms. It is desired that candidate has experience in scientific writing and/or environmental communications.

- Educational Background: A Bachelor's or master's degree in Communication, Public Relations, Graphic design, or a related field, OR a work experience equivalent.
- Professional Experience: Prior experience in communication (including a graphic design and social media managing) role within a reputable organization is essential. Proven experience in producing effective web content, including website articles and social media, on behalf of an organisation.
- Track Record: A proven history of successful social media channels management and a graphic design portfolio will be necessary.
- Team Collaboration: Must possess outstanding team collaboration abilities, demonstrating effectiveness in working within team environments.
- Language Proficiency: Excellent command of English is necessary.
- Strong Digital Competence: Proficiency in social media platforms and graphic design and video editing software (Photoshop, InDesign, Illustrator, Meta Business Suite, Later.com) and web design tools is required.
- Attention to Detail: Exceptional proofreading skills to ensure accuracy and clarity in all communications.
- Monitoring and reporting: Excellent planning, structuring, controlling, monitoring, and evaluating skills are essential. Ability to work independently in a complex environment, taking initiative when necessary and prioritising effectively to meet deadlines.

- Experience collating information for selected stakeholder audiences, such as newsletters. Strong ability to communicate complex information.

Please, include in your application:

- Full CV including as much detail as possible into your previous education/experience, portfolio and social media channels/websites managed.
- Detailed cover letter explaining why you think you are an appropriate candidate to fill this position, listing at least 3 references.