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**Job Posting**

**Title of Position:** Communication Officer for Institutional EMERGE European University Alliance (<https://euemerge.eu/>) and Neapolis University Pafos (NUP)

Neapolis University Pafos

2 Danais Avenue,

Paphos 8042

Neapolis University Pafos (NUP) is a fully licensed and accredited by the authorities of the Republic of Cyprus University, with tangible goals to grow in size and excel academically. NUP is a full member of the European University Association (EUA), the European Association of Institutions in Higher Education (EURASHE), and the European Foundation for Management Development (EFMD). NUP is also actively involved in the UN Sustainable Development Solutions Network (SDSN) as well as UNAIC (United Nations Academic Influence Association), a vibrant community of 1,120 academic institutions in supporting and contributing to the realization of United Nations goals and mandates, including the promotion and protection of human rights, access to education, sustainability and conflict resolution. NUP is a full member of the European University Alliance entitled Empowering the Margins of Europe through Regional and Global Engagement – EMERGE - ([www.euemerge.eu](http://www.euemerge.eu)), the emblematic European Union University Initiative.

NUP has a student population of 3,500 students. It is accredited for academic degrees at Bachelor, Master and PhD levels across a wide array of subjects, both on campus and through distance learning. The University comprises 5 schools (Economics, Administration and Computer Science, Law, Health Sciences, Architecture, Engineering, Land and Environmental Sciences, Social Sciences, Arts and Humanities). All programmes are accredited by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA), a full member of the International Network for Quality Assurance and Accreditation Higher Education (INQAAHE). Furthermore, NUP has a broad experience in joint and dual degrees in cooperation with Greek Universities (e.g. University of Western Macedonia, Hellenic Mediterranean University, Democritus University of Thrace, University of Peloponnese, Kapodestrian University of Athens) and other EU and non-EU Universities (e.g. University of Reading-UK, Baoding University of Technology and Southwestern University of Finance and Economics-China).

NUP is also known for its fully operational Distance Learning Unit (DLU), offering numerous programmes in distance learning form. At the same time, The University is a member of the European Distance and E-Learning Network (EDEN). The University has a wide experience in research programmes as it has participated successfully in European Projects FP7, Erasmus+, Horizon 2020, EEA Grants and many more. Finally, NUP maintains an extensive network of partnerships with institutions and organizations worldwide.

**Job Overview:**

The Communications Officer at Neapolis University Pafos will be responsible for developing, implementing, and managing the university’s communication strategies. The role involves overseeing internal and external communications, media relations, social media management, content creation, and brand development. The ideal candidate will promote Neapolis University Pafos’s reputation as a leading educational institution in Cyprus, enhancing its visibility locally and internationally.

**Key Responsibilities:**

* Develop Communication Strategy that aligns with the University’s goals.
* Create communication plans for various stakeholders.
* Draft, edit, and publish high-quality written content, including press releases, newsletters, speeches, articles, blog posts, and web content.
* Collaborate with academic departments and staff to gather information and develop compelling stories that highlight the university's achievements, research projects, and events.
* Serve as the primary point of contact for media inquiries and foster strong relationships with local, national, and international media outlets.
* Prepare and distribute press releases and coordinate media events, such as press conferences and interviews.
* Develop and execute social media strategies to enhance the university's online presence on platforms such as Facebook, Instagram, LinkedIn, X (formerly Twitter), and YouTube.
* Develop internal communication channels and tools to keep faculty, staff, and students informed about university news, updates, and events.
* Act as a liaison between various departments to ensure consistent messaging and alignment with the university's overall communication goals.
* Coοrdinate the promotion of university events and develop marketing materials.
* Maintain and enhance the university’s brand image by ensuring all communications reflect the core values and vision of Neapolis University Pafos.
* Collaborate with the design team to create visual assets that align with the university’s branding guidelines.

**Qualifications and Experience**

*Suitable candidates should have:*

* A degree in Communications, Public Relations, Journalism, Marketing, or a related field. A Master’s degree is an advantage.
* At least 3 years of experience in communication roles, with a demonstrated ability to engage with diverse communities.
* Skills in approaching and engaging populations that speak minority languages, with an understanding of cultural sensitivity and inclusiveness in communication.
* Experience in adapting inclusive communication strategies for diverse linguistic contexts, even without specific language proficiency.

**Skills and competencies**

*Suitable candidates should also have the following skills and competencies:*

* Ability to work collaboratively with partners and community representatives to ensure effective outreach.
* Excellent communication skills and command of the English Language.
* Strong awareness of cultural and linguistic diversity in Europe, with the ability to approach and engage populations that speak minority languages in a respectful and effective manner.
* Proficiency in social media tools, content management systems (e.g., WordPress), and email marketing platforms.
* Empathy and Listening Skills to appreciate the needs and perspectives of underrepresented communities and adapt communication practices accordingly.
* Ability to work under pressure and manage multiple projects simultaneously.

**Salary and benefits**

A package is offered according to qualifications and experience. Excellent prospects for advancement.

The selected candidate will get a job offer for employment. Please submit your application, stating “**NUP Communication Officer**” in the subject line with a copy of your CV to [hrd@nup.ac.cy](mailto:hrd@nup.ac.cy)

Please note that all applications will be treated with strict confidentiality.

**CLOSING DATE: Until the position is fulfilled.**