



## Job Offer – Content Specialist

APPLY BY 31<sup>st</sup> DECEMBER 2023

**ABOUT PEP:** The Partnership for Economic Policy (PEP) is a Southern-led global organisation dedicated to supporting development in the Global South. PEP does this by providing high-quality, locally-generated evidence that informs better decisions in policy and practice. To achieve this, PEP supports the work, strengthens the capacity and promotes the findings of local researchers in developing countries; facilitates engagement and collaboration between researchers and policymakers; and creates a space for learning and knowledge-sharing between researchers throughout the globe.

[www.pep-net.org](http://www.pep-net.org)

**ABOUT THE POSITION:** PEP is looking for a Content Specialist to help promote PEP research, events and network activities on a range of digital platforms. They will join the Communications Team, working with the Director and Officer to increase the visibility of PEP among target audiences.

This is a **remote, full-time position**. Salary is negotiable, according to the level of skills and experience.

### MAIN RESPONSIBILITIES

- Generating content for social media (FB, X, Instagram, LinkedIn) and supporting content for the website (research summaries, news items, blogs etc.) and monthly newsletter
- Creating graphic content for social media, presentations, website and publications;
- Daily social media tracking, posting and engaging with relevant stakeholders;
- Conducting regular analytics of all project digital platforms and reporting on findings and recommendations to the Communications Team;
- Working on scripting, shooting and editing videos;
- Supporting event-related content generation and management;
- Supporting website CMS;
- Any other relevant communications-related tasks that may be assigned by the Director of Communications.



## ELIGIBILITY CRITERIA

- A graduate or postgraduate degree in Communications, Mass Media, Journalism, Public Relations, or any other relevant field;
- 3+ years of relevant work experience;
- Excellent spoken and written English
  - Spoken and written French or Spanish would be an advantage;
- Proficient in video editing and graphic design software;
- Strong knowledge of social media networks, including best practices, as well as website CMS management (Drupal) and analytics;
- Demonstrated effective interpersonal skills, pro-activeness, and creative problem-solving;
- Experience working in international development or a related sector is desirable.

## APPLICATION PROCESS

- Curriculum Vitae, including the contact details of two references and expected salary.
- A brief (1 page) cover letter that addresses the following: (a) what interests you about the role and, (b) how your background would enable you to contribute to our work.
- Sample portfolio of social media campaigns including graphic design and video work.
- Shortlisted candidates will be given a technical evaluation to assess their ability to create communications products from project material.

**Please submit your application, with the subject line “Content Specialist Application”, to [richa.bansal@pep-net.org](mailto:richa.bansal@pep-net.org) by the 31<sup>st</sup> December 2023.**