
Communications Officer

The Extractive Industries Transparency Initiative (EITI) International Secretariat is now recruiting a full-time **Communications Officer** to join the office in Oslo, Norway.

The position occupies an integral role in the Communications team with a special focus on website management. It offers the chance to work in an international and vibrant working environment helping citizens of resource-rich countries benefit from their natural resources and to work on subjects at the cutting edge of development and the extractive industries.

We offer a competitive salary and will consider requests to provide financial support to cover relocation costs based on circumstances and financial need.

Key Responsibilities

1. Overall responsibility for managing the EITI website www.eiti.org and related sub-sites.
2. Regularly generate, edit and publish engaging web content, maintaining the website in a way that supports EITI's organisational objectives and optimises user experience.
3. Liaise with other Communications team members to share website content on social media and other communications platforms, to ensure consistency across EITI's communications channels.
4. Monitor search engine and web traffic metrics and ensure that the EITI's website is aligned with current technologies and trends in digital media, design and applications.
5. Manage relationships with relevant external suppliers, supervising and monitoring production of content.
6. Support EITI implementing countries in developing their web presence and in publishing data on the extractives sector in an open and accessible format.
7. Contribute to production of relevant Board papers and other internal documents.
8. Support other Communication team activities in accordance with the EITI work plan.
9. Serve as internal contact person on EITI's file sharing system.

Qualifications

- Bachelor's degree
- At least two years' experience with website design and maintenance, including proven ability to generate website content and plan and implement improvements in user experience for a range of audiences.

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- Excellent understanding and ability to use web content management systems such as Drupal and/or Wordpress.
 - Excellent writing, editing and proofreading skills and command of English. Other languages, especially French, Spanish and Norwegian are an advantage.
 - Good knowledge of Adobe design programmes is an advantage.
 - Experience of working in a development environment is an advantage.

How to apply

To apply please visit our [website](#) or go directly to our [application portal](#) no later than close on 31 August 2019. Please note that we will **not process** applications received via email.