



Digital & Web Specialist

Job title: Digital & Web Specialist
Reports to: Digital Strategy, Senior Manager
Location: Geneva, Switzerland
Start date: As soon as possible

About UICC

The Union for International Cancer Control (UICC) is a non-government organisation based in Geneva which serves an international and diverse population of cancer organisations to unite the cancer community to reduce the global cancer burden, to promote greater equity and to integrate cancer control into the world health and development agenda. We have achieved this by building a membership base of over thousand organisations and engaging in partnerships with more than 60 organisations across the UN, academic, health and private sector.

UICC convenes members and partners to encourage collaboration and new thinking through keystone events (World Cancer Congress, World Cancer Leaders' Summit and World Cancer Day). Through our capacity building activities, UICC supports its members do a better job tomorrow than they do today and increase their impact by scaling up their relevance, reach and sustainability in their own settings. With our members and partners, we drive forward the key advocacy priorities building upon key international agreements (the Sustainable Development Goals, the Global Action Plan on NCDs and the 2017 Cancer Resolution at the World Health Assembly) to ensure that these global goals and targets are translated into national action.

UICC has a team of 45 people based predominantly in Geneva, Switzerland led by a CEO, reporting to a Board of Directors. It has an annual income of approximately \$10m and has plans to grow significantly in the coming years. The UICC works in new offices in Geneva situated close to the United Nations and the World Health Organisation, with whom it has formal relations.

Summary of the position

We are looking for a Digital & Web Specialist to join the UICC Communications team in Geneva, Switzerland. The Digital & Web Specialist is a multi-skilled and dedicated professional who will assist with all aspects of the management and development of UICC's digital platforms, including its websites, Digital Asset Management (DAM), Customer/Constituent Relationship Management (CRM) platforms and Apps.

They will be a key part of the Communications team, with a special focus on digital and web management.

This person will liaise and work in close collaboration with the other UICC teams (Advocacy, Congress, Capacity Building, Members and Partners) to gather and support their digital and web needs.

Main responsibilities

Responsibilities may include, but are not necessarily limited to:

- Assist the Digital Strategy, Senior Manager in developing and implementing the platforms to deliver UICC's Digital Communications' Strategy

- Oversee the daily management of websites, including: managing, drafting and editing web copy and multimedia content, sourcing, editing or creating enticing visuals, administering user accounts and conducting regular web-editor training for staff members.
- Take on the role of technical support, for all digital platforms, by providing direct support to UICC staff and liaising with web developers and other external suppliers when necessary.
- Work closely with the Digital Strategy, Senior Manager, to regularly interface with UICC staff to gather their digital needs (including websites, CRM, DAM, Apps etc.).
- Monitor, analyse and issue regular web / digital performance reports of UICC's web properties (via Google Analytics and other monitoring tools), in collaboration with the Digital Communications Specialist.
- Help administer domain names, as well as accounts of various online services used by UICC and the Communications Team.
- Assist the Digital Strategy, Senior Manager with the development of new platforms (including Apps, Social integrations etc.)
- Supervise the use of the CRM and DAM platforms by staff and conduct regular trainings for staff.
- Provide assistance in the management of external and internal relationships with members, staff, key partners (including sponsors), consultants and suppliers as required (i.e. design and publishing houses, developers, editors, translators, photographers, etc.).
- When necessary, help draft and prepare email marketing campaigns and newsletters.

Candidate's profile

- An advanced university or technical degree with a minimum of 2 years of experience in an area relevant to the job description e.g. computer and communications science, web project management, digital marketing, etc.
- Quick learner and problem solver with an inquisitive mind
- Interest in global public health issues and working in an international non-governmental organisation environment
- Strong team player
- Demonstrated fluency in English - written and spoken; with French, Spanish and/or any other languages being a plus
- Excellent oral and writing skills including the ability to synthesise information
- Able to deliver quality results under time constraints in a fast-paced environment
- Able to take initiative and work autonomously
- Highly organised with a strong attention to detail
- Experience and working knowledge of Adobe Creative Suite

What we offer

- An international, multicultural and multidisciplinary working environment
- Interesting work with a variety of tasks, collaborating with an experienced team
- Opportunity to gain experience with a global campaign
- 'Learning by doing' philosophy

Applications

Applicants must be eligible to work in Switzerland.

Send your CV and motivation letter explaining how you think your skills and experience make you a strong candidate for this position and CV to careers@uicc.org.

Deadline for applications: 1 February 2019

Only short-listed candidates will be contacted