

SOCIAL MEDIA COORDINATOR

The Social Media Coordinator is a member of the Communications Department and is responsible for coordinating and executing the department's online strategy

Specific Requirements:

- University degree in Journalism, Communication, or Online Media.
- Professional work experience in social media, and an understanding of marketing/promoting online.
- Photography, videography, and editing skills to create material for such media platforms.

PERSONAL ASSISTANT

The Personal Assistant is a member of the Finance and Projects Management Team and his/her key role is to help the Chief Financial Officer and her teams in Finance, Projects Management, Legal and Office Services to make the best use of their time by dealing with secretarial and administrative tasks.

Specific Requirements:

- Office Administration Diploma or previous experience.
- Have a sound understanding of Finance, Projects Management and Legal.
- Relevant computer skills.

APPLY NOW!

For full job descriptions and requirements please visit: www.sat7.org/jobs

If your skills match any of the above vacancies, please send your CV and a cover letter explaining your motivation to serve with SAT-7 to: hr@sat7.org.

Please include in the subject line of your email the position for which you are applying.

Staff may join as volunteers, on secondment from supporting partner agencies or can be paid according to a local salary scale.

WRITER/EDITOR

The Writer/Editor is a member of the Communications Department and needs to be excellent in finding, writing and editing stories for various media platforms. The person will have primary responsibility for writing about one of our channels, but needs to be available to help in editing any content for the Communications Department.

Specific Requirements:

- University degree in Communications, Journalism, or related area.
- At least two years' experience as a writer and editor.
- Ability to research, write/edit, and communicate stories in a variety of styles that is impactful across multiple platforms.
- Ability to write for print and online media, as well as script writing for short videos.

PROJECTS ACCOUNTANT

The Projects Accountant is a member of the Finance and Projects Management Team. Main responsibilities include bookkeeping, analysis of financial reports, and assisting in the preparation of monthly, quarterly, and annual accounts.

Specific Requirements:

- University degree in Business Administration, Economics and/or Accounting and Finance, or any other related field.
- Practical knowledge and experience in Accounting.
- Good knowledge of finance systems.

SAT-7 International

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	FACEBOOK	SAT7Network
	TWITTER	@SAT7Network
	YOUTUBE	SAT7Network
	LINKEDIN	SAT-7

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WOULD YOU LIKE A JOB THAT IMPACTS THE NEXT GENERATION?



WE ARE RECRUITING!

What is SAT-7?

Launched in 1996, SAT-7 broadcasts Christian television to more than 20 million people in the Middle East and North Africa. We broadcast using six satellite television channels, multiple mobile and on-line services in Arabic, Farsi, and Turkish.

What's special about working in SAT-7?

It is not just a job – it is a ministry that is changing lives across the region. You have the chance to work with Christians from many different traditions, while learning and developing your potential skills.



CURRENT VACANCIES:

All positions advertised are for our International Office in Cyprus.

The position of Projects Development Officer can be based either in Cyprus or Sweden.

All applicants should be sympathetic with and enthusiastic about the Vision, Mission, ethos and goals of SAT-7.

All applicants should have:

- An excellent command of the English language, written and oral. Any knowledge of the Arabic/Farsi/Turkish languages would be considered an advantage.
- Multicultural experience. Experience with the multi-religious communities of the Middle East and North Africa an advantage.
- Excellent organisational, multi-tasking, communication and teamwork skills.

COMMUNICATIONS OFFICER (Persian-speaking)

The Communications Officer is a member of the Communications Department. This position requires a special focus and collaboration with our Persian channel. The successful candidate will find, write, and edit stories from SAT-7 PARS for various print and media platforms.

Specific Requirements:

- University degree in Journalism and/or Communications.
- Good understanding of Farsi with the ability to translate into English.
- At least two years professional experience in a similar position.
- Ability to find and communicate news and stories on various platforms.

PROJECTS DEVELOPMENT OFFICER (Swedish-speaking)

The Projects Development Officer is responsible for developing donors and financial support for SAT-7's social, educational, and developmental programming in the Middle East and North Africa. This will be done through an associated organisation, SAT-7 Education and Development Sweden.

Specific Requirements:

- A relevant university degree in the Social/Political Sciences, International Relations, International Development or Peace Studies.
- Minimum of three years' professional experience in non-profit fundraising with a record of seeking and securing major grants and gifts from one or more of the following: institutional foundations, governmental bodies, Churches or Christian Organizations, other agencies, and corporations.
- Excellent command of Swedish, written and oral.

INTERNAL COMMUNICATIONS OFFICER

The Internal Communications Officer is a member of the Communications Department and is responsible for facilitating internal communications to staff, in all offices, and to the official Partners of SAT-7.

Specific Requirements:

- University degree in Communications, Journalism, or related area.
- Experience with intranet and internal communications, with enthusiasm to train, encourage, and promote the platform to some 200 staff members, most of whom do not have English as their first language.
- Good organisational skills to structure and manage our program library.
- Excellent writing skills to communicate efficiently and effectively with our staff and Partners.

HUMAN RESOURCES DIRECTOR

The HR Director manages the overall provision of Human Resource services throughout all SAT-7 offices. Appointed by and accountable to the CEO, the role requires supervision of HR staff in the SAT-7 International Office as well as offices in Egypt, Lebanon, Turkey, and the UK.

Specific Requirements:

- At least five years of HR managerial experience, ideally in a similar environment.
- Chartered member of CIPD, SHRM, or equivalent.
- University degree in HR Management or related field.

FINANCIAL SYSTEMS DEVELOPER

The Financial Systems Developer is a member of Finance and Projects Management team. Main responsibilities include the development and maintenance of Business systems within the Finance, Projects Management and Legal departments, in coordination with the appropriate Applications Manager within SAT-7's Operations Department.

Specific Requirements:

- University degree in Business Administration, Accounting, Finance and/or Business Systems or any other related field.
- Practical knowledge and experience in Finance Systems and IT.

LEGAL ADVISOR

The Legal Advisor is responsible for providing legal assistance, organizing various legal processes, researching legal issues, creating needed legal documents and advising the organization on all relevant legal issues.

Specific Requirements:

- University degree from an accredited college or university in Law or any other relevant field.
- Prior experience in a similar position.

PROJECTS OFFICER

The Projects Officer is a member of the Finance and Projects Management Team. Main responsibilities include development of strategic media project proposals, and oversight and coordination of projects and relevant donor reporting.

Specific Requirements:

- University degree in Social/Political Sciences, or International Relations, or International Development Studies, or Peace Studies.
- Experience in project management, media for development and/or Christian ministry, and the coordination of projects supported by restricted funds.

