

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV576

Company Name: Masdar Institute of Science and Technology



Company Type: Semi-Government

Job Position/Title:	Communications Officer - Developpee	Academic Major:	Mass Communication
Salary Range:	Very Competitive Package	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male
Job Description:	• Support communication strategy development and implementation. • Assist with event planning, execution and branding. • Assist in writing and designing communications materials for events. • Meet with internal stakeholders as assigned to determine communications requirements. • Photographer for events, website, press releases, etc. • Maintain image and photo library • Identifying unique promotional items and overseeing the branding • Assist in all aspects of video production • Assist with populating Masdar Institute website with pictures, visuals and the development of banners as required • Assist in the manning of exhibition booths as required. • Establish strong relationships with key Arabic media outlets as assigned. • Represent Masdar Institute at Delegation Visits as assigned. Including making presentations, fielding questions and any necessary follow-ups. • Work with internal and external business partners. • Contribute to social media strategy and execution – Youtube, Facebook, Twitter, blogs • Deliver communications within assigned deadlines.		
Minimum Qualifications:	Bachelor's Degree		
No. of Positions Required:	1		
Job Close Date:	Open until Filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

nabdulla@masdar.ac.ae

