HEADQUARTERS
MULTINATIONAL CORPS NORTHEAST

Who are we?
The Public Affairs Office is one of the branches in the Headquarters Multinational Corps Northeast. Our main mission is to support the Commander by communicating accurate information in a timely manner about activities conducted by the Corps to both external and internal audiences. We are responsible for presenting and promoting the Headquarters to the public as well as maintaining good relations with the media by managing the Corps' official website and social profiles, preparing media and promotion products, organizing conferences, interviews, exhibitions etc.

We are offering a job on the position of

WEBSITE SPECIALIST

in the Public Affairs Office

What are the responsibilities?
- Maintaining, administrating and updating the Corps' website and the social profiles
- Designing the Headquarters' Internet sub pages for special events (anniversaries, exercises)
- Editing and processing all materials to be published on website(s) and social profiles (text, photos, videos) or to be used in other ways
- Preparing drafts and graphic layouts of published Public Affairs materials
- Developing graphic projects and products (magazines, exhibitions, flyers etc.)
- Taking photos and footage during internal and external Headquarters' events

What are the requirements?
- Professional experience in the area of Public Affairs
- Very good command of English and Polish (written and spoken)
- Good knowledge of MS Office package
- Advanced knowledge of web design, graphics programmes and DTP (Dreamweaver, Photoshop, Illustrator, InDesign, Corel)
- Experience in taking professional photos for Public Affairs purposes would be an advantage
- You should be a dynamic, creative person, able to perform high quality of work even against the clock and under strong pressure
- You should have good interpersonal skills
- You should be an open-minded person ready to face new challenges and work independently as well as a member of a team

What do we offer?
We offer you a full time job in a friendly, international environment as well as an opportunity to increase your professional skills.

How to apply?
If you are interested, please send us your application in **English** (marked as **WEBSITE SPECIALIST**) including your CV and cover letter till **18th January 2013** to the following e-mail address:

hr@hqmncne.mil.pl

Please be informed that we are going to contact only selected persons and we are not going to return applicants' documents. **Please be also aware that the employed person will be obliged to fill in a very detailed questionnaire to be able to obtain the required Security Clearance certificate.**

You are kindly asked to enclose the following statement in Polish:
"Wyrażam zgodę na przetwarzanie moich danych osobowych, zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z Ustawą z dnia 29.08.1997 roku o Ochronie Danych Osobowych; tekst jednolity: Dz.U. z 2002 r. Nr 101, poz.926 ze zm.)."