

Position Name: Press and Public Information Officer (PPIO)	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-C-09	Location: Kabul	Availability: 15 May 2016 - 31 Dec 2016
Component/Department/Unit: Mission Management and Chief of Staff Office/Chief of Staff Office/ Press & Public Information Office (PPIO)	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Press and Public Information Officer (PPIO) reports to the Chief of Press and Public Information Officer.

Main Tasks and Responsibilities:

- To take responsibility to be pro-active in the generation of a variety of media to produce (writing articles, features, provide pictures, videos) to promote the activities of EUPOL on the website and all social media platforms. This includes reporting from Kabul;
- To promote and track the EUPOL brand and the work of the organisation through social media networks. Scan and engage in online communities and forums in the most appropriate format;
- To further develop the current social media strategy and policy for Mission use;
- To further develop the current crisis communications strategy for Mission use;
- To develop and maintain the crisis communications preparedness and skill of HoM, DHoM, selected spokespersons, PPIO team and volunteers who support PPIO in crisis communications situations.
- To organise media visits;
- To assist in conducting and coordinating official/media visits according to the established protocol rules;
- To pro-actively networking with all appropriate national and international stakeholders and organisations to capture media-content suitable for EUPOL's use;
- To draft press releases in a timely fashion and to meet agreed deadlines as required, often in close coordination with international partners and the MoI;
- To be personally responsible for the monthly newsletter in terms of its research, drafting, editing, layout and final delivery by deadlines set by the Chief of PPIO who will final editorial control of the content;
- To be personally responsible for the procurement of all items required for the press office in consultation with the Chief of PPIO, including all requisite paperwork in accordance with EUPOL guidance;
- To supervise, create, develop and carry out daily updates of the intranet (Sharepoint);
- To be responsible for means-testings, choosing and designing promotional items as well as initiating the procurement process of those items;
- To take personal responsibility for the EUPOL website to ensure that all content is current on a daily basis and where appropriate be creative and pro-active;
- To be responsible for attending agreed briefing and provide accurate and timely summaries of meetings;
- To be responsible for improving and updating the existing archive for documents and pictures;
- To organise roundtables with Afghan and international media;
- To be responsible for the drafting of the weekly, monthly, six-monthly reports;

- To assist in conducting and coordinating press conferences;
- To undertake any other tasks required on behalf of the Chief of PPIO.

Qualifications and Experience:

Essential Education and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 6 years of relevant and proven full-time professional experience.

Specification of Experience

- Above mentioned progressive professional experience should be in Public Information domain;
- Web-site admin skills;
- Proficient with social media networks: Facebook, Twitter, Flickr, LinkedIn, YouTube;
- Excellent analytical abilities and drafting skills.

Advantageous

- Good interpersonal skills and ability to communicate effectively, establish and maintain relationships with a variety of multi-national, international and Afghan stakeholders.
- Knowledge of political, cultural and media specifics of Afghanistan;
- Experience in crisis management missions, preferable connected to Afghanistan;
- Adequate knowledge of the functioning of the EU, in particular the CSDP;
- Experience from working in the police/justice field;
- Able to use Microsoft Publisher, Photoshop and video-editing software;
- Proficient with Microsoft Sharepoint;
- Knowledge of Dari, Pashtu;
- Native English speaker.