

SECONDED/CONTRACTED POSITIONS (4)

Position Name: Press and Public Information Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support–Management Level (MSML)
Ref. Number: NI 12	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Head of Mission's Office/ Chief of Staff Department	Security Clearance Level: EU RESTRICTED	Open to Invited Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items;
- To organise and conduct press conferences, briefings and other media and public outreach events.
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and, if relevant, social media platforms with content.
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To act as spokesperson for the Mission;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide guidance on press and public information issues to the Mission;
- To provide strategic and operational guidance and media advice on all internal and external communication matters directly to the HoM and DHoM/CoS as well as other key staff as necessary;
- To manage the media aspects of the changing nature of the Mission, providing relevant advice and guidance as necessary;
- To create and promote positive communication and information campaigns aiming to support and explain the Mission to local, regional and international audiences;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the Mission;
- To coordinate and supervise internal communications throughout the Mission;
- To ensure good cooperation with the press offices of the European Union Special Representative as well as those of the EU Delegation, Member States and other international stakeholders in the host country;
- To analyse the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work;
- To contribute to the induction of Mission personnel as required.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g., Bachelor's Degree. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting skills;
- Proficiency with social media platforms, website management and design software;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication.

7. Desirable Knowledge, Skills and Abilities:

- Presentation skills;
- Knowledge of the EU institutions;
- Knowledge about the local press and media environment;
- Highly resilient under mental pressure and willingness to work extra hours when required.