

<b>Component/Department/Unit:</b> Chief of Staff Office/Press and Public Information Division	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No
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### 1. Reporting Line:

The Head of Press and Public Information Division (PPID) /Senior Spokesperson reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To manage the PPID and to ensure PPID's coordination with the Mission's Operations Department and the Strategic Communication Advisors to the Ukrainian counterparts;
- To organize, coordinate and oversee the Mission's activities with regard to the delivery of (strategic) communications advice, trainings on (strategic) communications and other operations in the field of (strategic) communications for UA stakeholders
- To be responsible for Mission visibility, PR and public information as well as for managing and prioritizing the delivery of strategic communications advice in collaboration with the Strategic Communications Senior Adviser and the Strategic Communications Section;
- To organize, coordinate and oversee the Mission's national and international media relations;
- To coordinate and supervise the Mission's public relations effort;
- To coordinate and supervise the Mission's public information analysis, in particular the media and social media monitoring and the public surveys to be conducted as well as the dissemination of crucial information to the Mission;
- To develop and supervise the managing of Information campaign(s) and other public information activities for the EUAM and/or UA stakeholders in line with Mission mandate;
- To advise, mentor and support designated Ukrainian counterparts on strategic public relations and communication;
- To advise the Mission personnel on media relations and public information issues;
- To develop and periodically review media guidelines and press lines for the Mission;
- To assist in the development and implementation of a mission communication strategy and a crisis communication strategy;
- To assist in conducting and coordinating official visits according to protocol rules;
- To coordinate and supervise the organization of briefings and drafting of notes to ensure timely information for the Head of Mission and other Mission members;
- Is responsible for all contract/tender/designs for PPID visibility items and the PPID budget and procurement processes;
- Ensures permanent contact with the Office of the Spokesperson of the EU High Representative and the relevant Public Information EEAS Services on communication and public information matters, including the CPCC;
- To conduct briefings for Mission members and other individuals and groups;
- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public;
- To lead, direct and manage the work and staff of the Press and Public Information Office (PPIO);
- To supervise the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission visibility items;
- To draft if necessary, keep under review, and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media;
- To supervise the development and maintenance of an effective Mission website and relevant social media platforms;

- To supervise the drafting of press releases, public statements, articles and features, and to seek clearance from the HOM's office if appropriate. To co-ordinate same with other EU actors in theatre if appropriate;
- To ensure coordination with the press offices of other EU actors in the host state;

### **3. General Tasks and Responsibilities**

- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To contribute in identifying lessons learnt and best practices in his field of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Master's Degree in Communication. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations, Humanities or Business Administration; AND
- A minimum of 7 years of relevant professional experience, in the field of communication/press and or public information, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level;
- Experience in drafting press statements and releases.

### **5. Essential Knowledge, Skills and Abilities**

- Excellent interpersonal and communication skills;
- Excellent drafting skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;

### **6. Desirable Qualifications and Experience**

- International experience, particularly in crisis areas with multinational and/or international organizations

### **7. Desirable Knowledge, Skills and Abilities**

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region

<b>Position Name:</b> Cyber Security Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff Management Level (MSML)
<b>Ref. Number:</b>	<b>Location:</b>	<b>Availability:</b>