

<b>Position Name:</b> Head of Press and Public Information Office/ Spokesperson (PPIO)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> IAT 18	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> CoS/Press and Public Information Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of the Press and Public Information Office/Spokesperson reports to the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities:

- 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, media products and publicity campaigns;
- To draft, update, and implement the Strategic Communication Plan, yearly Communications Approach and Crisis Communication Plan of the Mission;
- To organise and conduct press conferences, briefings, seminars and other media events;
- To follow up local and international media and draft media summaries;
- 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, and social media platforms;
- To produce press material and social media content to different communications channels of the Mission;
- To supervise the drafting of press releases, public statements, articles and features, video productions, publicity campaigns and to seek clearance from the HOM's office if appropriate.
- To support and advise the Mission's management on internal and external communications/lines to take;
- To participate and cover external meetings with high level Iraqi officials and international counterparts;
- To coordinate communication activities with other international counterparts in Iraq (NATO Mission in Iraq, Coalition, EU Member States and UN agencies);
- To liaise closely with CPCC Iraq desk and the CPCC Strategic Communications Officer;
- To ensure coordination with the press offices of other EU actors in the host state.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any fields of Communication Sciences, Journalism, Political Science, International Relations 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.

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

- Knowledge and practical experience of formulating (written and oral) and implementing a communication strategy;
- Strong writing and drafting skills;
- Networking skills and initiative;
- Presentation and communication skills.

**6. Desirable Qualifications and Experience:**

- Analytical skills and experience on analysing and developing the performance of public information activities, including social media;
- Experience as a spokesperson and institutional communication;
- Experience in running media and outreach campaigns;
- Experience in planning and implementing projects;
- Experience in journalism, media, PR and marketing;
- Mission experience, e.g. CSDP, UN, OSCE etc;
- Master's degree in communication sciences, journalism, international relations or other related subjects, or international/national certificate/diploma in management/leadership.

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

- Leadership skills and experience;
- Knowledge about the local press and media environment;
- Knowledge of Arabic;
- Knowledge of Iraqi culture and politics;
- Knowledge of hostile mission environments.