

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: SOM-021	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Chief of Staff/ Press and Public Information Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Press and Public Information Officer reports to the Senior Press and Public Information Officer.

2. Main Tasks and Responsibilities:

- To act as Mission spokesperson and communicate the work of the Mission to the public as required;
- To contribute to the drafting and implementation of the Mission Strategic Communications Plan;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To produce public information material for the mission, including design of printed material (brochures, flyers, factsheets etc.) and audio-visual products;
- To organise contract/tender/designs for Mission visibility items on request of the Senior Press and Public Information Officer;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in the host state;
- To take photos, arrange and update the photo archives of the Mission;
- To contribute to social media monitoring and publication planning;
- To assist in analysing the Mission's public impact and contribute to make the Mission better known to the public and to key interlocutors in all 3 Field Offices;
- To ensure that the Mission Members in the Field Offices are effectively briefed on the Mission's mandate, media handling issues, the media guidelines and the wider public image of the Mission.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or other related field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills.

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication;
- Proficiency with social media management and graphic design software production for photos, audio-visual and graphics (Adobe suite);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Local press and media environment awareness.