

Position Name: Multimedia Communications Officer	Employment Regime: Seconded	
Ref. Number: GEO YPE 02	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: PARC Department	Security Clearance Level: N/A	Open to Contributing Third States: NO

1. Reporting Line:

The Multimedia Communications Officer reports to the Head of the Press and Public Information Section.

2. Main Tasks and Responsibilities:

- Assist in crafting visual storytelling strategies to boost audience engagement;
- Create, edit, and produce high-quality videos for digital platforms;
- Design eye-catching graphics, infographics, and visuals for social media, reports, and campaigns;
- Monitor social media trends and suggest creative ways to enhance outreach;
- Support efforts to strengthen the Mission's visibility and public understanding of its mandate;
- Enhance the Mission's online presence by creating engaging and high-quality multimedia content.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice 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 or postgraduate degree 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 or/and military education or training or an award of an equivalent rank, AND
- A minimum of 2 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Video Production & Editing: Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve) and experience in producing high-quality video content;
- Graphic Design: Strong skills in design software (e.g., Adobe Photoshop, Illustrator, InDesign, Canva) to create visually compelling content;
- Social Media Expertise: Understanding of social media trends, algorithms, and best practices for visual and video content;
- Strong communication and presentation skills;
- Excellent verbal and written communication skills in English.

6. Desirable Qualifications and Experience:

- International experience, particularly with multi-national and international companies and/or organisations;

7. Desirable Knowledge, Skills and Abilities:

- Crisis Communication Awareness: Familiarity with communication approaches in sensitive or high-pressure situations;
- Analytical & Research Skills: Ability to assess digital trends, audience engagement, and content performance to inform strategy.