

SECONDED POSITIONS

Position Name: Press and Public Information Officer (YPE)	Employment Regime: Seconded	
Ref. Number: ARM YPE 01*	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/ Press and Public Information	Security Clearance Level: N/A	Open to Contributing Third States: NO

1. Reporting Line

The Press and Public Information Officer (YPE) reports to the Head of Press and Public Information.

2. Main Tasks and Responsibilities:

- To facilitate and assist the Press and Public Information Office in creating and promoting a positive and transparent public image of EUMA through various channels and outreach activities;
- To contribute to the design and execution of outreach activities and public information campaigns for the Mission;
- To disseminate internal information and materials to Mission members;
- To assist in preparation of press conferences and media events;
- To assist in developing and maintaining the EUMA website and social media channels.

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. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or other related field;
AND
- After having fulfilled the education requirements, a minimum of 2 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Local press and media environment awareness;
- Experience in multimedia content production
- Knowledge of Russian and/or Armenian language(s).