

JOB PROFILE

JOB FRAMEWORK

<u>JOB TITLE:</u>	PRESS AND INFORMATION ASSISTANT
<u>JOB LOCATION:</u>	EU DELEGATION TO ALBANIA
<u>AREA OF ACTIVITY:</u>	PUBLIC RELATIONS, PRESS AND JOURNALISM
<u>OVERALL PURPOSE:</u>	UNDER THE SUPERVISION OF THE HEAD OF DELEGATION AND THE HEAD OF POLITICAL, ECONOMIC AND INFORMATION SECTION, ASSIST IN THE MANAGEMENT AND COORDINATION OF THE PRESS & INFORMATION ACTIVITIES OF THE DELEGATION.
<u>CATEGORY:</u>	LA II

FUNCTIONS AND DUTIES

- Support the management of the press relations of the Delegation;
- Support the management of the information activities of the Delegation when so required;
- In close cooperation with the Operations section, support the Delegation's visibility actions regarding EU external assistance programmes and projects;
- Support the coordination role of the Delegation with Member States and other relevant stakeholders on media-related issues and on cultural activities;
- Support the drafting of daily / weekly press reviews and analyses for Headquarters;
- Assist in the provision of ad-hoc analysis of Albanian media perception of salient developments or events (high-level visits, publication of important reports, etc.), media environment, etc.
- In coordination with the Press and Information Officer, ensure that the online presence of the EU Delegation (official webpage, portal, social media platforms) is constantly up to date;
- Support the management of projects financed under the annual information budget, including the procurement process and their operational and financial management;
- Assist in the preparation of the press and information strategy of the Delegation;
- Assist in the programming and organization of information, communication and publications activities;
- Provide back-up regarding information and communication issues, when necessary.

JOB REQUIREMENTS

EDUCATION AND TRAINING

- University degree, preferably in journalism, public relations, political science, international relations or social sciences.

EXPERIENCE & KNOWLEDGE

- At least 2 years of job-related experience;
- Previous experience in a similar position in the area of public relations/media;
- Previous working experience in an international organisation or diplomatic mission would be an advantage.

SKILLS

LINGUISTIC SKILLS

- Proven ability to communicate fluently in English and Albanian, both spoken and written, is essential;
- Good knowledge of French would be an advantage.

GENERAL SKILLS AND COMPETENCES

- Aptitude for dialogue, capacity to assist in the establishment and maintaining of a wide range of contacts;
- Excellent communication skills, both oral and written, with diverse publics;
- Capacity to assure quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment.