

Job Profile for Information and Communication Officer

1. Position information

Position title: Communication and Information Officer (local agent)

Reporting to: Head of Cooperation, Head of Political Section

Contract: 6 months contract, not renewable

Expected starting date: 1 March 2014

Work station: Delegation of the European Union to Lebanon

Position Summary:

The position is meant to complement the work of the Press Officer and the Cooperation and Political Sections by providing support on a daily basis and by independently carrying out tasks and working towards tight deadlines within a team. The main objective of the position is to assist in developing and implementing high-quality visibility and communication actions that match the profile and key features of the development cooperation programmes under the management of the EU Delegation. Such actions require an effective and constant flow of internal and external information and interaction among the Project Officers in the EU Delegation, the Project Officers in EU funded projects and other key stakeholders regarding visibility and communication. Liaising with stakeholders, designing and drafting visibility and communication materials and items (speeches, press releases, promotional texts for Facebook, Tweets for Twitter etc.) and ensuring the effective communication between will be key in this position.

Areas of responsibilities/tasks:

- Planning, coordination, implementation and supervision of all communication related activities of the EU Delegation and the EU funded projects
 - Supervise and synchronise the design of all visibility materials produced, including update of visibility and communication material and documentations and to ensure cross-media actions

to the EU Delegation's website and Facebook, Twitter, YouTube etc.

- Support the planning and organisation of events (training seminars, workshops, conferences etc.) and meetings, in particular assist in the preparation and compilation of speeches, press releases, briefings etc.
- Support the design and production of high-quality visibility and communication material.
- Coordination and Organisation of field visits (in close cooperation with other colleagues of the EU Delegation).
- Draw up specifications for visibility and communication actions, including providing inputs to the EU funded projects.
- Monitor and ensure compliance of projects with EU visibility guidelines; following-up on the use of visibility budgets by EU programmes and projects.
- Maintenance of the website (in close cooperation with the Press Officer).
- General: Provide support to other communication related tasks as defined by the Heads of Section.

2. Profile/Requirements

Qualifications and skills:

At minimum a university degree at BA-level in Communication, Journalism, Public Relations or similar fields. MA-level degree preferable.

Minimum 5 years of experience working in public relations, communications and/or advocacy actions within multilateral or international organisations, the private sector or governmental bodies.

Minimum: Fluency in English and Arabic. Fluency in French is an asset.

Good computer skills on MS Word, PowerPoint, e-mail applications and other relevant software programmes.

Demonstrated strong ability to write and communicate orally in English, including good drafting skills.

Proven ability to rapidly produce quality outputs and to work under tight deadlines.

Excellent communication, inter-personal and social skills with a strong sense of flexibility and responsibility.

Ability to work effectively and independently in a multi-disciplinary and multi-cultural team.

Specific experience requirements:

Experience in using multi-media and social networking as communication tools is an asset.

Knowledge of the European Union and EU Member States' activities in Lebanon is a strong asset.

Candidates should send a full set of English CV with certificates of degrees; at least two references and a one page motivation/cover-letter no later than **Friday, 7 February 2014** to delegation-lebanon@eeas.europa.eu