Delegation of the European Union to Montenegro

Post:

Local Staff

Group 1

157601

April 2020

European Integration, Political, Press and Information Section

Press and Information Officer

Information and Communication

Press and Information Officer

Grade:

Post Number:

Start date:

Section:

Job title:

Job title suffix:

**1) Job definition**:

Under the supervision of the Head of Delegation and the Head of European Integration, Political, Press and Information Section, to manage and coordinate the Press & Information activities of the Delegation.

**2) Functions and duties:**

* ***EXTERNAL COMMUNICATION - Management of the external communication of the Delegation*** Coordinate the public relations and press activities of the Delegation.
* Organise press conferences, interviews, background briefings for journalists and other relevant public events.
* Draft and distribute press releases, lines to take, press articles, etc.
* In close cooperation with the EU Info Centre, manage the Delegation's website and social media sites.
* Establish and maintain good relations with journalists and editors-in-chief.
* Edit and, when needed, draft speeches/messages for HoD and other officials of the Delegation.
* In close coordination with the Operations section, ensure the visibility of EU external assistance programmes and projects.
* Coordinate with Member States and other relevant stakeholders on media-related issues and on cultural activities.

*INTERNAL COMMUNICATION - Communication with headquarters*

* Liaison with HQ communication services.
* Ensure that the daily contribution for DG NEAR morning press briefing and other relevant press reviews are done and transmitted in timely manner.
* Monitor and provide pertinent analysis of media coverage of EU salient events (high level visits, publication of important reports, etc.), and developments in the area of freedom of expression and media environment.
* Closely liaise with and provide back-up to the information and communication colleague, when necessary.
* Contribute to the planning and implementation of the information and communication budget.
* Contribute to the press and information strategy of the Delegation.
* Maintain the Delegation’s press and info archive.

*Other press & information activities:*

* Coordinate activities related to regional information programmes.
* Contribute to the organisation of visits from HQ.
* Drafting of various letters upon request of HoD and/or HoS.

**3) Job requirements**

1. Education

University studies of at least four years attested by a diploma or degree preferably in journalism, political / social sciences or law.

1. Professional experience

Professional experience pertinent to the duties to be carried out of at least three years.

Experience in European Integration/an international organization or diplomatic mission will be considered an advantage.

**4) Competencies and skills**

Language skills:

* Excellent command of English, in both oral and written communication (C2 of the [CEFR](https://www.examenglish.com/CEFR/cefr.php))
* Excellent command of the local language (C2)
* Knowledge of another EU language(s) would be an asset.

Communication skills:

* Excellent drafting and analytical skills.
* Capacity to communicate clearly, present and analyse complex matters, and judge the impact of positions taken.
* Ability to coordinate and communicate with a wide range of partners.

Interpersonal skills:

* Ability to coordinate, listen, consult and share information and ideas.
* Team spirit

Intellectual skills:

* Ability to identify and analyse key points in verbal and numerical information.
* Capacity to analyse, synthesise and present information against tight deadlines.

Management/Organisational skills:

* Capacity to prioritise and to deliver high-quality output under time pressure.
* Ability to work in a multicultural and multilingual environment.
* Stress-resilient.

Informatics:

* Candidates must have a good knowledge of computer tools including MS Office.

**5) Personal qualities**

* High degree of responsibility, integrity and discretion
* Flexibility, initiative, capacity to work under pressure and to respond quickly to new requests
* Committed to quality and accuracy in performing technical and procedural duties
* Capacity to follow rules and procedures.

**6) Legal requirements**

* Montenegrin nationality. If the applicant does not have Montenegrin nationality she/he must be resident in Montenegro and have a working permit.