

**EUROPEAN COMMISSION**  
Job Description Form

Job description version Job no. 343338 in *EEAS.DEL.Armenia.002*

**Job Holder** \_\_\_\_\_

**Name**

**Job Profile** \_\_\_\_\_

**Position**

LOCAL AGENT Group I

**Job title**

Press and Information Officer (Strategic Communication)

**Domains**

**Generic domain**

PRESS and INFORMATION

**Specific domain**

**Strategic Communication**

**Job Family**

Communication

**Sensitive job** No

**Overall purpose**

Under the supervision and responsibility of the Head of Press and Information section will provide regular assessments of the media environment situation in Armenia. Have an overview of the local disinformation environment, main narratives targeting the EU and the EU's relations with Armenia.

**Functions and duties**

+EXTERNAL COMMUNICATION – Relating to EU programmes and projects, coordination with HQ

- Analyse the trends and developments in the information environment, with a focus on disinformation and hate speech in a traditional and social media
- Alert the EU Delegation and EEAS Headquarters on trends and vulnerabilities in the information environment, facilitate the anticipation of threats to the EU's interests and reputation, with the aim of introducing preventive measures;
- Follow the EU delegation projects on strengthening media environment in the country and strategic communication. Coordinate when needed the work of the EU delegation and EEAS Headquarters with relevant stakeholders;
- Contribute to designing, planning, developing, implementing, distributing, evaluating country tailored awareness raising activities on disinformation and proactive communication campaigns. Ensure the EU's approach to strategic communications representation when needed;
- Write reports as necessary on disinformation and related topics;
- Closely cooperate with Headquarters, in particular with the EEAS Strategic Communications Task Forces;
- Maintain the Head of Delegation and Head of Section updated on news as necessary;

- Advise the Head of Section and, as needed, the Head of Delegation, on the interview requests originating from different media outlets and contribute to the briefings, lines and speeches on strategic communications to the hierarchy in the EU delegation;
- Accompany hierarchy of the EU Delegation and high-level visits from EEAS Headquarters and advise on their media relations, in particular when it comes to strategic communication activities;

+STRATEGIC COMMUNICATION – Supporting local experts and media environment

- Assist in the design, implementation and coordination of campaigns, local outreach events and communications projects on specific issues and priorities, including with a goal to address disinformation targeting the EU and its partnership with Armenia;
- Establish and maintain a network of key information environment experts, fact checking organizations, think tanks, media representatives, strategic communication experts, the local Young European Ambassador network and other stakeholders, who could cooperate with the EU Delegation and EEAS Headquarters in monitoring, awareness-raising and message multiplication activities;
- Provide recommendations for improving the understanding of the EU's values, policies and projects based on fact-based information and proactive communication;

+ OTHER TASKS:

- Provide back-up to the other Press and Information Officers in their absence;
- Perform other tasks as designated by the Head of Section or Head of Delegation.

**Job requirements**

**Education / Experience**

+ *HIGHER DEGREE EDUCATION*

Job-Related experience: at least 3 years of relevant experience

Qualifier: essential

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
Armenian	C2	C2	C2	C2	C2
Russian	B2	B2	B2	B2	B2

**Knowledge**

- *knowledge of external relations, internal policies and functioning of the European Union;*
- communication and public diplomacy
  - strategic communication,
  - media relations, campaigning,
  - content production, marketing, online marketing,
  - social media management,
  - audio-visual content development,
  - strategic communication in countering disinformation;

## Competences

- *Analysing and Problem Solving*
  - *Inquiring mind*
  - *Capacity to analyse and structure information*
- *Communicating*
  - *Ability to understand and be understood, clearly communicate complex issues*
  - *Ability to establish and maintain a network of contacts both within and outside the EU*
- *Delegation*
  - *Tailors language, tone, style and format to match audience*
  - *Drafting skills*
- *Delivering Quality and Results*
  - *Team player and ability to work in a proactive and autonomous way*
  - *Quality and process management abilities*
  - *Eye for detail/accuracy*
- *Prioritising and Organising*
  - *Be resilient and able to cope with a high workload*
  - *abide by the highest professional standards and values of the EU*
  - *Capacity to deliver in structured way*
  - *Planning capacity*
- *Social platform literate*
  - *have a knowledge of social media platforms, especially Twitter and Facebook and other locally trending social media platforms*