

## **The European Union Delegation to Pakistan is looking for: Press and Information Officer**

### **We are**

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Pakistan is one of the Delegations with an important number of staff members.

### **We offer**

We offer a post of **Press and Information Officer**. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as preparing the Delegation's overall communications and visibility strategy, the relations with the media and civil society. This job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as technical and support staff under the supervision and responsibility of the relevant head of section. The job will be performed in a multicultural environment, based in Islamabad, with a working time of 37.5 hours per week. This job position correspond to a local agent position (Group 1) with a starting basic monthly salary of 325756 PKR. We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

### **Selection Criteria**

Minimum Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. Must have an excellent command on both spoken and written English and Urdu language.
4. Must have a University Master or equivalent degree in Mass Communication, Journalism, Public Relations or relevant fields.
5. A Minimum of 8 years of relevant professional working experience with diplomatic and / or International Organizations and knowledge of European Affairs will be considered as strong additional assets.
6. Technical knowledge: Excellent capacity to handle social media networks and thorough knowledge of web publication methods and tools.
7. Excellent command of IT tools including Ms. Office, Use of internet as well as IT applications relevant to the field.

## **Knowledge and expertise in the following areas would be considered an asset.**

- Specialist knowledge: Theory and practice of communication (strategy, assessment of impact of communication activities). Public relations techniques. Organization of conferences, exhibitions and public events.

## **How to apply**

Please send your application and supporting documents to

[DELEGATION-PAKISTAN-PRESSINFO-OFFICER@eeas.europa.eu](mailto:DELEGATION-PAKISTAN-PRESSINFO-OFFICER@eeas.europa.eu) or by postal Mail to: Head of Administration- Press and Information Officer Recruitment / EU Delegation to Pakistan/ House No 9, Street 88, G6/3, Islamabad.

The applications should include a cover letter, a detailed CV with all supporting documents like for e.g., Educational Degrees, transcript and Experience Letters attached with the application.

The EU Delegation will not supply additional information or discuss the selection procedure by telephone or in person. Please address any query concerning this procedure to

[DELEGATION-PAKISTAN-PRESSINFO-OFFICER@eeas.europa.eu](mailto:DELEGATION-PAKISTAN-PRESSINFO-OFFICER@eeas.europa.eu)

## **The procedure**

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

**The deadline for submission of applications is: Wednesday 31<sup>st</sup> July 2019.**