

Job Description for Press and Information Officer

Employer

EU Delegation	Sri Lanka and the Maldives
Location	389 Bauddhaloka Mawatha, Colombo 7

Job description

Group	LA 1
Section in the organisation chart	Political, Press and Information (PPI)
Next hierarchical superior (who to report to)	Reporting to the Head of Section
Working hours	full time, 37h30 per week, Monday to Friday
Working environment/conditions	Multicultural environment
Job objective	Under the supervision of the Head of Delegation and the Head of Political and Press and Information Section, the selected candidate will contribute to improve the visibility of the European Union (EU) in Sri Lanka and the Maldives including the conception, drafting and dissemination of EU messages and material on its policies, interests and values.
Main Tasks	• Reviewing and implementing of a communication strategy for the Delegation and carry out information activities in Sri Lanka and the Maldives in line with the EU external communication policy. • Coordinate closely within the EU Delegation communication, maintain regular contact with EEAS Strategic Communication division and with INTPA communication unit. • Establish close working relations with EU Member States, relevant agencies and media that will be instrumental in the effective implementation of the Delegation's visibility strategy, including the organisation of cultural activities. • Be in charge of the Delegation's information and promotional material, including drafting and distributing press releases, special publications, brochures and other materials, and editing all publications of the Delegation. • Website management and use of social media (e.g. Facebook, Instagram, X) in cooperation with the Press and Information Assistant. • Together with the Head of Section oversee the Press and Information budget. • Respond to requests from the public and press enquiries, prepare briefing dossiers, organise press coverage for the Delegation's activities. • Write speeches and prepare presentations. • Ensure daily monitoring of local press, both hard copy and on internet, and produce press reviews. • Promote visibility of the EU's diplomacy as well as development and trade policies in cooperation with relevant sections. • Liaise with the other EU Delegations in the region and provide support for regional communications activities. • Undertake other assignments that may be requested in view of the efficient functioning of the Delegation.

Personal skills	A proactive, self-motivated person with the ability to work within a team, respecting deadlines.
Specific physical requirements (if any)	n/a

Job specifications

Qualifications	University degree in International Relations, Political Science, Communication or other relevant field
Professional experience	<u>Minimum requirements:</u> 3 years of working experience in the field of press and information, media, or journalistic sectors <u>Considered as an asset:</u> Working experience in media At least 5 years of working experience
Knowledge of languages	EN – C1 Good knowledge of Sinhala and/or Tamil
Other	Good knowledge of the Sri Lankan and Maldivian media environment

Skills

Specialist knowledge	• Excellent knowledge and practical experience of formulating (written and oral) and implementing a communication strategy. • Excellent ability to carry out Press and Information projects such as publication, editing and organisation of events. • Good knowledge of the European Union and EU-South Asia relations. • Excellent knowledge of the political land-scape in Sri Lanka
Technical knowledge	• Computer literate (Word, Excel, PowerPoint etc.). • Capable of producing high quality results within often tight deadlines. • Excellent drafting skills. • Sense of initiative, very good organisational skills, service mind attitude
Communication skills	• Excellent communications skills, including the use of social media.
Interpersonal skills	• Able to work as a team member with good inter-personal skills. • Ability to work in a multicultural environment is considered very important. • Good presentation skills are required.
Intellectual skills	• Fully independent in report writing and excellent drafting skills. • Excellent ability to think analytically and innovatively. • Capabilities to clearly, efficiently and effectively conceptualize ideas and approaches. • Good capability of converting ideas into practical results that optimise the efficiency and effectiveness of the Delegation's public activities.
Management skills	• Capacity to focus on priorities, to organise work and to meet deadlines. • Ability to negotiate at all levels in a multicultural and multilingual environment.
Personal abilities	A keen interest in promoting cooperation between the European Union, Sri Lanka and the Maldives.