

Position Code	Position Title	
ALS 23	Media Monitor/ Press and Public Information Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/ Press and Public Information	Yeghegnadzor/ Yerevan	II

The Media Monitor/ Press and Public Information Officer reports to the Press and Public Information Officer / Spokesperson international staff.

Duties and Responsibilities

- To support the Press and Public Information Officer / Spokesperson international staff in all its media-relation work, including but not exclusively: regular contacts with journalists, reply to media queries, drafting of press releases, organisation of media briefings and interviews, maintaining updated media lists, etc.
- To support Press and Public Information Officer / Spokesperson international staff in the outreach activities toward the European Union Mission in Armenia (EUMA) key audiences. This includes designing, preparing and disseminating/posting information products such as leaflets, social media and web copy, multimedia content and social media video, infographics, etc.
- To regularly prepare content, and to post on the Mission's social media accounts and website approved content;
- To assist in organizing press briefs, contacts and visits and help Press and Public Information Officer / Spokesperson international staff presenting the EUMA to the media through translation and representation;
- To assist the Press and Public Information Officer / Spokesperson international staff to establish, facilitate and develop contacts to the local media.
- To monitor and stay abreast of relevant media and political landscapes, and to be up to date on media coverage of topics relevant to EUMA's work;
- To produce regular media summaries and analyses (either orally or in written form), including daily press clippings;
- To assist Press and Public Information Officer / Spokesperson international staff in administrative tasks, such as managing contracts and procurement processes with external providers;
- To undertake any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full university studies attested by a degree in Journalism and Communication Science, Political Science, International Relations, Social Sciences, Diplomacy Philology, Humanities or a closely related field of study, where the normal duration of university education in the country awarded is 3 (three) years or more (e.g. Bachelor's Degree);
- After having obtained the university degree, at least 5 (five) years of relevant and proven full-time professional experience in the areas of Communication, Press and Media handling.

Essential criteria:

- Be physically fit to perform the duties relating to the position;

- Professional fluency in English and Armenian languages, both oral and written;
- Excellent communication skills of English and Armenian;
- Very good knowledge and experience of Office Suite Package;
- Excellent understanding of the Armenian media and public communications environment;
- Excellent understanding of the political and social national and international environment;
- Proven knowledge and experience in managing institutional social media accounts;
- Proven knowledge and experience with video editing and design tools (such as Canva, or Adobe Suite);
- To have a strong sense of confidentiality and discretion in dealing with Mission-related matters;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required;
- Ability to remain calm whilst working in a busy, sometimes stressful environment;
- Ability to adhere to EU fundamental values and standards;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Fluency in Russian language;
- Experience of data analysis for preparing reports;

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule if required.