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| Position Name: Political Adviser / Press and Public Information Officer | Employment Regime: Seconded | |
| Ref. Number: ARMP 08* | Location: Yerevan** | Availability: ASAP*** |
| Component/Department/Unit: Chief of Staff | Security Clearance Level: EU SECRET | Open to Contributing Third States: NO |

1. Reporting Line:

The Political Adviser / Press and Public Information Officer reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To ensure the Head of Mission and Senior Mission Management are regularly updated on political developments in the region;
- To provide political advice and analysis to the Head of Mission and Mission management related to the possible impact of political dynamics on the Mission mandate implementation;
- To maintain close relationships with the EU Delegation, the EU Special Representative and other actors as appropriate;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the advice and analysis on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To contribute to the civilian CSDP Missions' POLAD network in view to sharing lessons learned and exchanging best practices;
- To contribute to the political aspects of press and public information activities, including to draft and clear draft press releases, public statements and articles or social media content;
- To act as the Mission's alternate spokesperson and communicate the work of the Mission to the public as required;
- To be the point of contact on issues related to the protection of cultural heritage as required;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items;
- To act as one of the Mission's focal points related to Foreign Information Manipulation and Interference (FIMI).

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- Drafting and presentation skills;
- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- English language skills: minimum C1 (Advanced User).

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience with StratCom responses to FIMI and disinformation.

7. Desirable Knowledge, Skills and Abilities:

- Local press and media environment awareness;
- Knowledge of Russian and/or Armenian language(s).