

Position Name: Political Adviser / Press and Public Information Officer (PPIO)	Employment Regime: Seconded	
Ref. Number: LIBHM22	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as Mission spokesperson and communicate the work of the Mission to the public as required;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- 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 draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in the host state.

3. General Tasks 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:

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- Very good knowledge of the English language (level C1 or higher).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Local press and media environment awareness;
- Knowledge of Arabic language.