

EEAS

NOTICE OF VACANCIES

for posts of

cost-free SECONDED NATIONAL EXPERTS

in EUROPEAN UNION DELEGATIONS outside the EU

Central contact point for applications by e-mail:
Division EEAS.BA.HR.3 – SNE-DELEGATIONS@eeas.europa.eu

**Vacant posts for job profile “Press and Information” /
Postes vacants pour le profil d’emploi «Presse et Information»**

	Delegation	N° post SYSPER2	Delegation section	Comments
1	MOLDOVA, Chisinau	new	HoD	

Indicative list which may be completed by additional posts with equivalent profiles for Delegations in the same region or for another region

Listes indicatives susceptibles d’être complétées dans des profils équivalents par des postes additionnels pour des Délégations dans les mêmes régions ou pour d’autres régions.

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Press and Information officer
<u>Job Location:</u>	Delegation of the European Union to Moldova, Chisinau
<u>Job Number:</u>	
<u>Area of activity:</u>	Politics
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: Manage the EU Delegation's press and public diplomacy activities

Functions and Duties:

- Plan and implement the Delegation's press and public diplomacy activities
- Develop an overall public diplomacy strategy to promote the EU's objectives and positions in Moldova
- Assist the Head of Delegation in managing the media relations of the Delegation (handling incoming media requests, prepare/coordinate briefings and speaking points for various events/interviews of HoD).
- Establish contacts with Moldovan media, communicate and explain EU positions to these media
- Manage the budget for press and information activities and oversee the production of information products and the organisation of press trips
- Participate in conferences on EU integration and related topics on behalf of the Delegation
- Support the Delegation's Political Section with reporting and analysis.

Job Requirements

Education and Training: A university diploma in political science, economy, law or a communication-related field

Knowledge and Experience: Experience in the area of press and communication activities; Knowledge of EU institutions, related decision processes and EU policies related to the Eastern Partnership; Knowledge of the Republic of Moldova and the region.

Skills

Linguistic skills:

Thorough knowledge (capacity to write and speak) of English is required. Knowledge of either Russian or Romanian is required (knowledge of both would be a strong asset).

Communication skills:

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Sound experience in public diplomacy, press work or communications. Experience with audiovisual communications would be an asset.

Interpersonal skills:

Teamwork. Coordination with other teams and effective communication skills.

Intellectual skills:

Solid analytical capability as well as drafting and reporting skills. Rapid understanding of problems and capacity to identify issues and solutions.

Management skills:

Management of a budget and effective work with contractors.

Personal Qualities

Dynamic. Motivated and flexible personality. Can adapt quickly to new situations and deal with new challenges.