

Public Information/Media Outreach Officer

Duties and Responsibilities:

- Manage and supervise the activities of the Public Information and Media Outreach Sections of the Public Outreach Unit. Activities include:
 - development, planning, writing, and production of radio, television, mass communication and print-press campaigns.
 - identify and initiate projects to utilize traditional forms of mass communication.
 - arrange information and training sessions for journalists about Voter Registration and Elections.
 - prepare press releases and organize press conferences and other public events on behalf of the EMB..
 - monitor local media (radio, television, newspapers etc) to gain an understanding of the information and messages that are being broadcast and distributed about Voter Registration and Elections.
- Manage and oversight information sharing and coordination between Public Information and Media Relations with all areas of the EMB.
- Report to the EMB Public Outreach team at HQ on local media monitoring and public information issues.

Minimum Qualifications and Experience Required:

- Degree, diploma or equivalent training in media, journalism, social sciences, human resource management or related field;
- High level management, organizational and administrative skills.
- High level written and communications skills.
- Practical experience in media/public information, communications, project management activities, or civic education is desirable.
- Ability to work under pressure and to meet deadlines.
- Sound security awareness.
- Language skills: