

Post Vacancy – Job description

- **Reference number:** 2024 -09 (to be quoted in all your communications)
- **Office location:** JORDAN, Amman (Regional Office)
- **Geographic coverage:** Southeast Europe, Eastern Neighbourhood, Yemen and South Caucasus
- **Position:** Regional Information Officer
- **Duration of assignment:** 4 years (12 months contract with possibility of extension)
- **Deadline for application:** 27 June 2024
- **Start date:** 16 September 2024

Job Description:

The **Regional Information Officer (RIO)** is part of DG ECHO's communications team that consists of the communication unit at HQ and the network of Regional Information Officers and Assistants. RIO's main task is to contribute to the implementation of DG ECHO's communication strategy and actions which are under the overall responsibility of DG ECHO's communication unit. Within this context, the expert will be responsible of the information, communication and visibility of actions relating to humanitarian aid and civil protection financed by the Commission. S/he will advise and support EU-funded partners in the region in fulfilling their visibility and communication obligations. S/he will coordinate and support media, audio-visual and other communication actions, requested by the Commissioner's Cabinet or the headquarters as well as own initiatives. S/he is in charge of weekly social media schedule of the regional account and helps to organise media trips in the respective regions, while also accompanying journalists during the trip. S/he will ensure a regional overview of the evolving situation, trends and priority needs of the countries concerned by her/his area of activity.

The scope of the RIO's work covers Southeast Europe, Eastern Neighbourhood, Yemen and South Caucasus.

For information and communication issues, the RIO will work under the guidance of the Head of the Regional Office, under direct instruction of DG ECHO Communications Unit (01) and in coordination with the relevant ROs and/or country office as appropriate for an effective and efficient handling of the communication tasks. The expert will also work in coordination with the EU delegations in the countries concerned.

The expert may also be called upon to carry out missions to other countries or to Brussels and should be prepared to react to a current or evolving crisis in any other region in the world as requested by headquarters.

Further information is available on DG ECHO's website at:

- https://civil-protection-humanitarian-aid.ec.europa.eu/where/europe_en
- https://civil-protection-humanitarian-aid.ec.europa.eu/where/asia-and-pacific/central-asia_en

Place of assignment:

The expert will be based in DG ECHO's Regional Office in Amman, Jordan.

The ECHO Office in Amman is a large regional office covering the European Eastern neighbourhood, the Middle East and South-West. It also hosts two country teams (Jordan and Yemen). It is composed of over 30 staff.

The Office provides regional support to a wide range and typology of humanitarian operations addressing man-made crises, including protracted crisis, active conflicts, forgotten crisis, large-scale refugee and IDPs displacements including urban protracted refugee situations and mix-migration.

The level of ECHO funding in the area covered is very considerable, with several hundred million Euro per year, including through the implementation of multi-annual programmatic partnerships with international organisations.

Close coordination with EU Delegations and Member States in the spirit of the nexus is present in most countries. It includes joint analytical work across EU institutions, as well as joined up planning and complementary programming. Methodological advice as well as identification of concrete opportunities for nexus implementation according to the context, including the most suitable working methods, are needed.

Qualification requirements and assets:

DG ECHO's recruitment policy aims at respecting diversity, creating an inclusive working environment, maintaining gender balance. We apply a zero-tolerance policy on discrimination.

DG ECHO encourages recruitment of qualified women. Therefore, female candidates are strongly encouraged to apply and at equal merit between two final candidates, female candidates will be given priority.

General DG ECHO language requirements: mastering English as the mandatory first language. The second language must be different from the first language and must be one of the languages used in the humanitarian aid sector, namely French, English, Spanish or Arabic.

Please note that nationals of the country where the post is based are not eligible.

Requirements for the post:

- At least 5 years of experience in the communication area, of which minimum one year outside EU, other industrialised countries and his/her country of origin.
- Ability to prioritise communication actions on the basis of impact and with focus on DG ECHO's visibility and the need to raise awareness among target audiences
- Capacity to develop working relationships inside DG ECHO and with relevant humanitarian communication and media stakeholders in order to develop joint quality communication
- Excellent professional communication skills (verbal, writing, storytelling, audiovisual)
- Resilience and working under pressure
- Ability to be open to change and adapt to new information, changing conditions or unexpected situations
- For the present position, an excellent command of English is compulsory (C1 level)

Assets:

- Working experience in the field of communication in the region
- Knowledge of Arabic, French or Spanish

Application

Interested candidates must send their application to echo-experts-jobs@ec.europa.eu

Subject of the message: 2024-09 – Regional Information Officer, Amman, Jordan

With the following information:

- First Name:
- Surname:
- E- mail:
- Phone number(s):
- ID application number (DG ECHO database "Individual Experts Online"):
- Available from (dd/mm/yyyy):

Documents to be attached: Curriculum Vitae and Motivation Letter (in English)

By sending your email with the requested personal details and documentation, you explicitly provide your consent for the processing of your personal data for recruitment-related purposes.

Only candidates registered in DG ECHO Field Staff Management (FSM) database can apply

<https://webgate.ec.europa.eu/echo/fsm/>

- Only shortlisted candidates will be contacted by DG ECHO.

For information related to Data Protection and the processing of personal data for recruitment-related purposes, please consult the Specific [Privacy Statement](#).

For any IT issues related to the update of your CV in the Field Staff Management (FSM), please do contact ECHO-DEV-FSM@ec.europa.eu

Deadline for sending application: 27/06/2024