

Notice of Vacancy
04/2022
Appendix 4

COMMUNICATION AND MEDIA RELATION SPECIALIST

POSITION TITLE:	Communications & Media Relations Specialist
REPORTS TO:	Communications & International Affairs Department
SUPERVISES:	N/A
WORKS CLOSELY WITH:	International Affairs Department Co-Workers and EMGF Staff

JOB PURPOSE

Responsible, under the general direction of the Communications Department Head, to develop and oversee implementation of EMGF communication strategy by handling external communications and press and media production. Responsible for strengthening EMGF's position among gas producing & consuming countries and all key stakeholders through developing content such as, press packets, news releases, and feature articles as well as organizing seminars and other events.

KEY RESPONSIBILITIES

1. Manage all external communications for the EMGF to ensure that the message being communicated is clear, consistent, and engaging to create a favorable point of view among stakeholders
2. Supports the department head in implementing effective communication strategies in coordination with various department heads
3. Engage in briefings with media at press and media events and effectively select target press and media for special events and PR opportunities
4. Identify potential partnerships and define potential value proposition
5. Develop strategic partnerships with priority stakeholders
6. Develop a private sector investment attraction strategy through identifying potential opportunities and developing dedicated content
7. Develop policy recommendations to enhance private sector investment climate
8. Oversee the development of a variety of marketing material including web content, direct mail, brochures and print ads etc. in collaboration with the concerned internal stakeholders and external vendors
9. Communicate with the concerned communities and deliver the message of the EMGF's commitment to social responsibility and community outreach
10. Regularly update EMGF website and online profiles for the EMGF to communicate the right organization image/reputation
11. Assists executive leadership in developing presentations, speeches, and other important corporate messages
12. Plan, organize, and manage promotional business/social events on behalf of EMGF to ensure the target audience is engaged and the message of the event is marketed properly
13. Prepare reports, newsletters, and press releases regarding EMGF activities
14. Act as a designated spokesperson (if instructed by the Secretary General) and official representative of the Secretariat at a variety of events such as visits by dignitaries, worldwide trade and industry conferences, etc.
15. Assist Host and Co-host countries in organizing the EMGF meetings
16. Researches and prepares answers to media inquiries
17. Performs other related duties, as assigned by the Communications & International Affairs Department Head.