

Vacancy Announcement

The Ministry of the Foreign Affairs of the Federal Democratic Republic of Ethiopia would like to invite qualified applicants for the following position(s).

Position: Media Communications Officer

Number of Vacancies: 10

Job Summary

The candidates should have a strong interest in working for the Ministry of Foreign Affairs and a good understanding of Ethiopia's Foreign and National Security Strategy. Candidates should also have a proven proficiency in the English language, and preferably in other international languages. Candidates should have technical ability to organize and manage a website as well as the capacity to organize searches for relevant material for the Ministry's website on a daily basis. He/She should be able to coordinate various associated Internet functions including FaceBook and Twitter across the Ministry, and be prepared to train Ministry officials in their use. He/she should also have the ability to write news stories and provide comment in fluent English.

Duties and Responsibilities

1. To assume full responsibility for the reorganization of the Ministry's website and organize its output on a daily basis

- Oversee a complete redesign, upgrade and restructuring of the Ministry's website (www.mfa.gov.et)
- Work with the Ministry's IT Department to implement and monitor the newly designed programs
- Supervise and coordinate activities relating to the provision of materials for the website from members of the Ministry and others on a daily basis
- Monitor the Internet daily for material of specific interest to the Ministry.
- Write news stories and features for the website as required
- Organize the writing of required materials for the website by MFA and other government sources as required
- Arrange for the regular placement of Ministerial speeches and other suitable material on the website and engage in other similar activities as are deemed relevant by the Ministry.

2. To provide the opportunity for the MFA and its members to participate in a full range of Internet activity, including FaceBook, Twitter and other relevant outlets, oversee this activity, and train officials in their use

- Encourage and organize the involvement of other members and departments of the Ministry in Internet debates and discussions on specialized Internet sites where appropriate
- Write and place stories and news items on relevant websites and be prepared to provide material regularly for the comment sections of major news media outlets
- Devise a ministerial blog with links to existing sites as appropriate and provide/organize regular input
- Provide regular monitoring of all MFA involvement in Internet activity and ensure compliance with all Internet codes of conduct
- And carry out other activities as may be necessary.

Qualifications and Experience

- Preferably post graduate degree in Public Diplomacy, Public Relations, Journalism, Political Science, Law, Economics or related fields
- A high level of computer literacy with extensive experience in website design and management
- Extensive practical experience in Internet usage
- Excellent English skills (preferably near-native English levels) and demonstrated ability to write effectively for different audiences
- Knowledge of national government policy and strategy

Terms of Employment

- Contract basis
- salary negotiable
- Place of assignment: Addis Ababa

Interested applicants should submit during the office hours, from Monday 31st of January to Friday 11th February 2011, non-returnable applications along with a CV and photocopies of other relevant documents to:

Human Resource Management Directorate General Room no. 207, Ministry of Foreign Affairs Addis Ababa