

Assistant Specialist – Communications - Media

Job Title:	Assistant Specialist – Communications - Media	Division:	N/A
Job Code:		Directorate:	N/A
Reporting to:	Manager - Communications	Department:	Communications
Direct Reports:		Indirect Reports:	

Role Objective:

To Draft, proofread and edit content including speeches, press releases and annual report content. To Coordinate with Media and ensure implementation of the Communication Department PR plan.

Key Responsibilities & Accountabilities:

Strategic	1. Ensure all KFAS communication is within its guidelines and strategy.
Operational	1. Create content for the media. 2. Arrange interviews and publish press releases. 3. Draft, proofread and edit all content that will be published on behalf of KFAS in English and Arabic 4. Maintaining tone of voice of KFAS in all mediums 5. Follow up with different departments to pin point interesting stories and achievements that we can publicized. 6. Assist in implementing the Communications strategy of KFAS by sending out the correct messages to the public and consistently spread awareness on our mission and achievements. 7. Assist in general PR activities such as external and internal events.
People	1. Manage the Media.

Key Interactions and Relationships:

Internal	1. All other KFAS Directorates/departments	External	1. PR & Marketing agencies 2. Consultants 3. Media and Press
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Education & Qualifications:

Experience:

- 1. Bachelors Degree in Marketing, Public Relations, Communications, Journalism, Media or similar
- 1. 2 years experience in Marketing, PR and Communications

Competencies (Knowledge, Skills and Abilities):

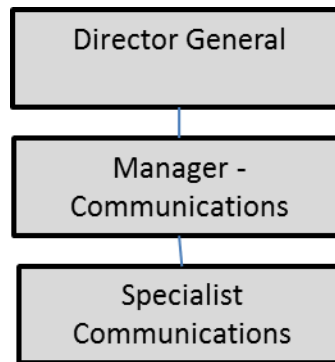
Techno-functional Competencies

- Excellent Writing and Editing Skills (English and Arabic)
- Computer Literacy (Power Point, Excel and Word)

Behavioral Competencies

- Analytical Thinking & Problem Solving
- Communication Skills
- Continuous Improvement and Self Development
- Execution Excellence
- Initiative and Enthusiasm
- Innovative and Ideas Driven
- Stakeholder Orientation
- Time Management and Work attendance
- Teamwork

Organization Structure Extract:



Confirmation of Job Description:

Prepared by

Date: _____

Reviewed by

Date: _____

Approved by

Date: _____