



British Embassy
Dubai

Band 14 Vacancy: Communications Officer

Duties and Responsibilities

Develop and Deliver Communications Strategies and Campaigns: 60%

- Help manage the Embassy relationship with the Arab media.
- Proactively create campaign ideas for media consumption. Help develop and deliver Embassy media strategies. Liaise with the central Communications Team in London and with regional departmental teams including the British Council and UK Trade and Investment.
- Maintaining the Embassy media contact list and proactively brief media contacts on UK policy including the targeted distribution of communications material and.
- Manage media events including drafting and issuing material, (press releases and website material etc), organise, invite and help manage press attendance at Embassy events, interviews and press conferences – particularly for VIP visits and campaign events.

Support Embassy Press Activities: 30%

- Handle media enquiries. Be one of two round-the-clock points of contact for local/regional media.
- Monitor Arabic print/TV/electronic and audio media. Produce a daily summary. Highlight newsworthy items/trends to relevant officers.
- Translate English language material into Arabic and vice versa.
- Support the Dubai-based UK Government's Regional Arabic Spokesman.

Act as one of the Morello-trained Embassy Webmasters: 10%

- Help create, maintain and update material for the Embassy website. Respond quickly to requests for changes from Embassy Teams.
- Liaise with Webmaster in Abu Dhabi over shared site.

Required Skills and Experience

- Fluent in English and Arabic languages.
- Significant media experience in the GCC/Middle East.

- Excellent team player.

Key Selection Criteria

Key Competencies

- Communicating
- Customer Focus
- Delivering Results
- Working with others

Working Hours and Salary

Conditioned working hours are 37 hours per week.

Standard working hours are from 0730am to 230pm on Sunday to Thursday, with flexible starting and finishing times. This is subject to review.

Salary: Dhs 10,311 month inclusive of all allowances. Please note that spouses of UK based officers will have their salaries abated.

To Apply

Current CV and a cover letter addressing the key selection criteria should be submitted in a .doc (word) file format by MS Office 1997- 2003, to dubaivacancies@fco.gov.uk Please note in the subject line of your email 'Communications Officer'. Only candidates selected for interview will be contacted.

Closing Date

4 August 2010

*The British Embassy is an equal opportunities employer,
dedicated to a diverse workforce.*