



إلى السادة  
المديرين العامين للادارات المركزية  
المندوبين الجهويين للتنمية الفلاحية  
المديرين العامين للمجامع المهنية  
رئيس مؤسسة البحث والتعليم العالي الفلاحي  
المديرة العامة لوكالة النهوض بالاستثمارات الفلاحية  
المدير العام لوكالة الارشاد والتكوين الفلاحي

158/1  
28 سبتمبر 2021

جدول الأوراق الموجهة

الملاحظات	عدد الأوراق	بيان محتوى الأوراق
للتفضل بموافقتنا بملفات ترشح على البريد الالكتروني <a href="mailto:amina.hichri2101@gmail.com">amina.hichri2101@gmail.com</a> في اجل أقصاه يوم 2021/10/01.	01	تجدون طي هذا نسخة من المراسلة عدد 467 بتاريخ 2021/09/14 صادرة عن المنظمة الإسلامية للامن الغذائي والمتعلقة بفتح باب الترشح لخطة خبير في الاتصال والعلاقات الدولية على ان يكون المترشح متحصل على الماجستير في الصحافة او العلاقات الدولية ويتقن اللغة الانجليزية. المصاحب:

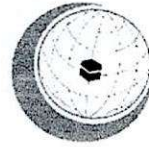
تونس، في.....

توصلت بالوثائق المذكورة أعلاه

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الإمضاء

مدير مكتب التعاون الدولي  
الإمضاء: هيكل حشلاف



No. IOFS/PR-467

The Secretariat of Islamic Organisation for Food Security (IOFS) presents its compliments to Member-States of IOFS and has the honour to inform the latter of its intention to fill existing vacancy in the Secretariat with qualified national of IOFS Member-States. The vacancy is in respect of the position for: 1) PR and Outreach Manager as indicated in the attached Explanatory Note.

The Secretariat would therefore appreciate if the esteemed IOFS Member-State could forward all relevant CVs to the Secretariat's email: not later than the 1<sup>st</sup> October 2021.

The Secretariat of the IOFS avails itself of this opportunity to renew to all Member-States the assurances of its highest consideration.



**Nur Sultan, 14 September 2021**

**To: Member-States of Islamic Organisation for Food Security**

## THE REQUIREMENTS FOR VACANCY

### PR and Outreach Manager

POSITION	<b>PR and Outreach Manager</b>
<b>BASIC REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>✓ To have Master's degree in the journalism, international relations or relevant areas.</li> <li>✓ To be free of diseases and infirmities that may hinder the exercise of his duties.</li> <li>✓ Not having been convicted of a felony or a crime against honour or trust.</li> <li>✓ Not having been removed from any job for disciplinary reasons.</li> </ul>
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>✓ This designation requires fluent knowledge of English, Arabic and French</li> </ul>
<b>EXPERIENCES</b>	<ul style="list-style-type: none"> <li>✓ Proven experience in relevant position (at least 5 years of working experience in fields of public relations, international media outreach, journalism and (or) marketing (preferably in agriculture))</li> </ul>
<b>PUBLICATIONS</b>	<ul style="list-style-type: none"> <li>✓ To have several publications on PR, media industry, journalist research and investigations</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES</b>	<p><b>Public Relations and Communications</b></p> <ul style="list-style-type: none"> <li>✓ Develop and implement an integrated strategic communications plan to advance Organisation's identity in the world,</li> <li>✓ Broaden international and local awareness of Organisation and its programmes and increase visibility across key stakeholder audiences</li> <li>✓ Write, update, edit and oversee production and design of printed materials</li> <li>✓ Serve as primary media contact for international media channels/journals/magazines</li> <li>✓ Develop and implement PR strategies including media outreach, issuing press releases, fielding media inquiries and creating and maintaining media lists</li> <li>✓ Act as "Organisation programmes ambassador", ensuring proper and consistent use of naming conventions, brand attributes and logo</li> <li>✓ Prepare photography and other media for publication and maintain digital media library</li> </ul> <p><b>Social Media, Website and E-Marketing</b></p>

	<ul style="list-style-type: none"> <li>✓ Work with staff and contractors to develop and implement social networking strategies, develop content and monitor and respond to inquiries</li> <li>✓ Write wish grant testimonials for website and social media</li> <li>✓ Manage website, including: maintain integrity of website content and structure; monitor and report on key metrics from Google Analytics; and utilize Search Engine Optimization</li> <li>✓ Manage and execute email communications program, including quarterly e-newsletters, campaign messages and fundraising e-appeals</li> </ul>
<b>SOFT SKILLS</b>	<ul style="list-style-type: none"> <li>✓ Analytical and Relationship-building skills; Advanced knowledge of social media; Tech savvy; Perfect writing skills; Advanced proficiency in MS Office; Outstanding verbal and written communication skills; Experience with graphic design and website management; social-orientated, responsible, disciplined, able to stick deadlines, executive, goal-orientated, able to perform solely and within team; Self-motivated and able to work with minimal oversight; Excellent time-management and organizational skills; Detail-oriented and efficient; Knowledge of agric industry and/or international public relations a plus.</li> </ul>
<b>SALARIES, INCREMENTS, ALLOWANCES AND OTHER SOCIAL PACKAGES</b>	<ul style="list-style-type: none"> <li>✓ To be discussed</li> </ul>