

DUTY STATION: TBILISI

UNDP Project "Support to Court System" (Project No: 00052418) **is pleased to re-advertise the vacancy of an Expert in Public Relations (PR Expert)**. Under the overall supervision of the National Project Director and UNDP Programme Officer, and the direct supervision of the Project Coordinator, the Expert will assist in enhancement of transparency within the relations between court system and society through the trainings designed and implemented within the framework of the Project, newsletters, reports and publications on the performance of the court system.

Job duties and responsibilities:

Job duties and responsibilities include but are not limited to:

1. Formulate and implement an effective communications strategy for the project;
2. Develop and implement Public Awareness campaign and effective PR strategy in relation to project objectives;
3. Within framework of the project (1) Organize and coordinate mass media information and education campaigns and write materials for the press; (2) Administer publishing booklets, posters, press-releases and photos; (3) facilitate preparation documentary films, TV and Radio commercials, talk shows, etc.;
4. Produce monthly newsletters;
5. Organize trainings, meetings, seminars and other events for speaker judges and mass media representatives to promote the project and its objectives;
6. Communicate to journalists/broadcasters, in writing and face to face, to achieve excellent coverage for the project;
7. Develop and maintain local and key source media lists and contacts;
8. Provide monthly reports to the project management regarding the progress of the communications strategy and prepare the final report on the implemented activities on public awareness;
9. Perform other mass media or Public Relations related duties as required by the Project Manager;
10. Participate in planning of work schedule and preparing of official and progress reports and other Project documentation.

Qualifications and requirements:

Master's Degree or equivalent in PR sphere; and/or special education and certificate in PR;
Fluency in the Georgian and English languages.

Professional experience:

1. Minimum 3-5-year experience in practical and analytical activities in the journalistic sphere;
2. Experience in practical and analytical activities in PR sphere, civil society and mass-media analysis, image making;
3. Knowledge of court system and judicial reform;
4. Knowledge of laws and other normative acts in the sphere of public relations;
5. Capacity and experience in work planning, organizing, coordinating, controlling and team work;
6. Capacity and experience in planning, organizing and carrying out special training courses, preparation and publication of analytical, instructive and methodological materials, etc.;
7. Experience in the usage of computers and office software packages.

Desirable:

- Work experience with international organization projects;
- Work experience in TV/Radio/Mass-media.
- Creativeness and original approaches will be particularly appreciated.

Submission:

Interested applicants should submit their cover letter and CV in a closed envelope to the UNDP Country Office in Georgia to the following address: 9, Eristavi st., Tbilisi, Georgia, not later than September 22, 2006, 5 p.m.

Please write the project name and the post title applied for.

Applications submitted during previous announcement are valid.

No telephone inquiries will be accepted. Only short-listed candidates will be contacted.