



Job Description

Position:	PUBLIC RELATIONS OFFICER
Designation:	PDO II
Supervision of:	Operations, Planning and Training Coordinator
Duty station:	IDB HQ, Cotabato City
Type of contract:	Contract of Service

1. Role and responsibilities

The following is a brief description of the role.

Generic:

1. Assist the overall goal of IDB according to the IDB Terms of Reference;
2. Adhere to IDB standard operating procedures (SOP), rules and policies;
3. Adhere to IDB confidentiality agreement;
4. Provide anti-corruption, transparency and cost efficiency focus in all processes;
5. Act in additional required role during decommissioning phases.

(Location/Role) Specific:

6. Responsible in planning, designing, implementing and monitoring public information strategies of IDB;
7. Facilitate and coordinate the delivery of relevant information to IDB stakeholders;
8. Lead in the content development of IDB public information materials;
9. Facilitate updating of IDB website content – news and updates, references
10. Prepare information and briefing materials and reports.
11. Draft letters/communications/memos
12. Perform other tasks and functions as required by the Section Head.

2. Required Professional Competencies and Skills

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Candidate must possess at least Bachelor's/College Degree in Mass Communications, Journalism, Management or Social Sciences or other related courses.
- At least two (2) years' experience in public relations, advocacy and communication work or broadcast media.
- Experience in professional writing and multi-media production;
- With relevant training in project management is a plus.

Context/Specific skills, knowledge and experience:

- Knowledge of the context in Mindanao and the peace process;
- Proficient in basic MS Office Applications.
- Knowledge of taking photojournalism and editing;
- Knowledge of languages spoken in Mindanao is plus;