



VACANCY ANNOUNCEMENT

Communications Officer

Friedrich Naumann Foundation for Freedom (FNF) Middle East and North Africa is looking for an Communications Officer to join the Jordan team.

Start Date: December 1st, 2022

Type of contract: Full-time position

Duration of contract: 1-year contract with possibility of extension

Location: Amman, Jordan

The submission deadline for applications: October 30th, 2022

Friedrich Naumann Foundation for Freedom (FNF)

The “Friedrich Naumann Foundation for Freedom” (FNF) proudly looks back on a long history of changes and challenges. From its establishment until now, the foundation grew constantly and became a globally-operating institution. In April 2007, the foundation’s name was extended by “for Freedom” to underline the new concept of “Marketing for Freedom” worldwide. Today, the label “for Freedom” is widely associated with successful projects.

Based on liberalism, the underlying principle of the foundation’s political activity, FNF is engaged in political education in both Germany and abroad. With our activities and publications, we help people to exercise their rights of political participation. We also provide scholarships for talented individuals. Our headquarters is located in the city of Potsdam and we maintain offices all over Germany together with project offices in over 60 countries worldwide. The Friedrich Naumann Foundation is an open laboratory of freedom and a global liberal think-tank. With over 200 employees, the Friedrich Naumann Foundation for Freedom is the biggest liberal institution worldwide with a comprehensive network of partners, experts, and volunteers.

Our Vision:

The Friedrich Naumann Foundation for Freedom is a creative platform for innovation, intending to enhance the values and goals of liberalism worldwide.



Our Mission:

Our activities target individuals (youth, local politicians, and civil society actors) who share our core principles on liberalism. We advise, motivate, and inspire relevant stakeholders and create shape, and market solutions for tomorrow that are based on enhancing individual freedom and responsibility. We are the creative think-tank of liberal politics in Jordan and the MENA region.

Communications Officer Roles and Responsibilities

- Monitoring, coordinating and updating, according to the guidelines of the Friedrich Naumann Foundation, the entire communication and public relations instruments of FNF Project Offices in the MENA Region
- Developing a media- and outreach-strategy of FNF in MENA
- Maintaining and intensifying media contacts in FNF project countries in MENA, especially in Jordan
- Maintaining constant communication processes with FNF Headquarters in Germany and international liberal institutions to fulfil the increased requirements in connection with corporate de-sign and Communication Department in Germany
- Outreach to partner organizations of FNF in the MENA Region for the dissemination of FNF's objectives, strategies and messages
- Contributing to the development of new techniques and instruments for FNF's project work and outreach
- Maintenance of communication structures with FNF's project offices in MENA and partner organizations in MENA Drafting of online articles (Facebook, Website), especially about FNF's activities in Jordan and regional activities
- Application of the outreach and media instruments of FNF, including adherence to copyrights etc.
- Design, development, updating and maintenance of the Website of the Regional Office, Amman
- Design, development, updating and maintenance of other instruments of the online presence of the Regional Office, Amman (Facebook, You Tube, Flickr, Online Videos, etc.)
- Design, development, updating and maintenance of printed materials (book covers, banners, brochures, flyers, etc.)
- Design, preparation and printing of name tags, name cards, etc., for events of the Regional Office, Amman
- Photo shooting and video recording of events of the Regional Office, Amman



- Correspondence as well as participation in the draft of Annual Planning (Jahresprogrammplanung)
- Cooperation, assisting and follow-up in the administration of tasks, reports, deadlines to/for Head Office.
- Support for the organization and realization of events of the Regional Office, Amman, as per request of the Regional Director
- Special tasks assigned by the Regional Director

Qualifications and Skills

- University graduate with a Bachelor's degree in communications, journalism, public relations, or equivalent; or have acquired an equivalent amount of significant work experience.
- Proficient in Microsoft Office; has experience with design tools such as Adobe Suite and Canva, and social media management tools such as Meta Business suite.
- Knowledgeable about and with a good understanding of local and national politics.
- Excellent communication and interpersonal skills
- Ability to work in a team and desire to learn new things
- Excellent English and Arabic skills, both written and verbal
- Knowledge of the German language is preferred
- Substantial knowledge of politics in Jordan and the MENA region

Working Hours

The working hours are 40 hours per week. The work can at times require presence at one of FNF's programs or activities during the weekend.

Equal Opportunity

FNF is committed to provide equal employment opportunity to all persons regardless of age, color, national origin, race, religion, creed, gender, marital status, or any other characteristic are encouraged to apply.



Application Instruction and documents required

If interested to apply, send the following documents:

1. An updated resume highlighting past experiences in similar work.
2. A cover letter.
3. Your salary expectations.

To amman@freiheit.org, and Cc'Majd.Ismail@Freiheit.org (email subject: Communications Officer Vacancy). kindly note that applications without all documents will not be considered.

Notes:

- We thank all candidates for their interest, however, we are only able to contact those who are shortlisted.
- Assessment Evaluation of qualified candidates for this position may include a substantive assessment, such as a written test, which will be followed by a competency-based interview.
- Interviews will take place during the month of November at the FNF office or online.