

Communications and Public Relations Department

1. Director of Communications

- **Job Description:**
 - Oversee all communications and public relations activities.
 - Develop and implement communication strategies and policies.
 - Manage the department's budget and resources.
 - Ensure consistency and accuracy in the municipality's messaging.
 - Collaborate with other departments and external partners on communication initiatives.
 - Represent the department in public forums and media interactions.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and implement strategic communication goals and objectives.
 - Monitor and evaluate the effectiveness of communication programs and policies.
 - Manage the department's budget, including forecasting and resource allocation.
 - Ensure all communications align with the municipality's branding and messaging guidelines.
 - Build and maintain relationships with key stakeholders, including media representatives, community leaders, and government officials.
 - Lead, motivate, and develop a team of communication professionals.
 - Prepare and present reports on departmental performance and communication issues to senior management and elected officials.
 - Innovate and implement new communication technologies and practices to enhance public relations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Communications, Public Relations, Journalism, or a related field.
 - **Experience:** 10+ years in communications or public relations, with at least 5 years in a senior leadership role.
 - **Skills:**
 - **Leadership:** Proven ability to lead and manage large teams and complex projects.
 - **Strategic Planning:** Experience in developing and executing long-term strategic plans.
 - **Budget Management:** Strong financial acumen and experience managing large budgets.
 - **Communication:** Excellent verbal and written communication skills, with the ability to present complex information clearly and effectively.
 - **Media Relations:** Strong media relations skills and experience working with various media outlets.
 - **Stakeholder Management:** Ability to build and maintain strong relationships with a wide range of stakeholders.
 - **Certifications:** APR (Accredited in Public Relations) or equivalent is preferred.
 - **Benefits:**

- Salary: QAR 35,000 per month
- Comprehensive health insurance
- Retirement plans
- Paid time off (30 days per year)
- Professional development opportunities

2. Assistant Director of Communications

- **Job Description:**
 - Assist the Director in managing department operations and executing communication programs.
 - Develop and implement communication policies and procedures.
 - Oversee staff performance and ensure consistency in messaging.
 - Manage departmental projects and initiatives, ensuring they are completed on time and within budget.
- **Job Specifications:**
 - **Responsibilities:**
 - Assist in the development and implementation of strategic communication goals and objectives.
 - Support the Director in budget management and financial reporting.
 - Coordinate activities among various units within the department to ensure seamless service delivery.
 - Supervise, mentor, and develop junior staff.
 - Ensure departmental operations align with communication laws and standards.
 - Handle public inquiries and media relations.
 - Manage departmental projects, including planning, execution, monitoring, and reporting.
 - Identify opportunities for process improvement and implement best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Communications, Public Relations, Journalism, or a related field.
 - **Experience:** 8+ years in communications or public relations, with at least 3 years in a management role.
 - **Skills:**
 - **Leadership:** Strong leadership and team management skills.
 - **Policy Development:** Experience in developing and implementing communication policies and procedures.
 - **Staff Management:** Proven ability to manage and develop staff.
 - **Communication:** Excellent verbal and written communication skills.
 - **Media Relations:** Strong media relations skills.
 - **Project Management:** Experience managing projects from inception to completion.
 - **Certifications:** APR (Accredited in Public Relations) or equivalent is preferred.
 - **Benefits:**
 - Salary: QAR 30,000 per month

- Comprehensive health insurance
- Retirement plans
- Paid time off (25 days per year)
- Training and development programs

3. PR Manager

- **Job Description:**
 - Manage the daily operations of the Public Relations unit.
 - Develop and implement public relations strategies.
 - Ensure the consistency and accuracy of public messages.
 - Handle media relations and public inquiries.
- **Job Specifications:**
 - **Responsibilities:**
 - Oversee the execution of public relations programs and initiatives.
 - Monitor staff performance and provide training and development opportunities.
 - Develop and manage the public relations budget.
 - Liaise with other departments and external partners on public relations issues.
 - Address public complaints and inquiries related to public relations.
 - Prepare and present reports on public relations performance.
 - Identify areas for improvement and implement changes to enhance public relations.
 - Ensure compliance with health and safety regulations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Communications, Public Relations, Journalism, or a related field.
 - **Experience:** 5+ years in public relations or a related field.
 - **Skills:**
 - **Operations Management:** Strong ability to manage daily operations.
 - **Coordination:** Excellent coordination and organizational skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Communication:** Effective verbal and written communication skills.
 - **Media Relations:** Experience working with media outlets.
 - **Certifications:** Public relations certifications are beneficial.
 - **Benefits:**
 - Salary: QAR 25,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (20 days per year)
 - Professional development opportunities

4. Communications Specialist

- **Job Description:**
 - Develop and implement communication content and strategies.

- Write and edit press releases, articles, and social media posts.
- Coordinate communication activities and ensure consistency in messaging.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and implement communication content and strategies.
 - Write and edit press releases, articles, and social media posts.
 - Coordinate communication activities and ensure consistency in messaging.
 - Monitor media coverage and prepare reports.
 - Collaborate with other departments on communication initiatives.
 - Maintain accurate records and documentation of communication activities.
 - Assist in the development and implementation of communication policies and procedures.
 - Participate in training programs on communication best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Communications, Public Relations, Journalism, or a related field.
 - **Experience:** 3+ years in communications or a related field.
 - **Skills:**
 - **Content Creation:** Strong skills in writing and editing communication content.
 - **Communication:** Excellent verbal and written communication skills.
 - **Media Monitoring:** Ability to monitor and analyze media coverage.
 - **Coordination:** Strong organizational and coordination skills.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Communication certifications are a plus.
 - **Benefits:**
 - Salary: QAR 20,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (18 days per year)
 - Training opportunities

5. Social Media Coordinator

- **Job Description:**
 - Manage the municipality's social media accounts.
 - Develop and implement social media strategies.
 - Monitor social media trends and analytics.
- **Job Specifications:**
 - **Responsibilities:**
 - Manage the municipality's social media accounts.
 - Develop and implement social media strategies.
 - Create and schedule social media posts.
 - Monitor social media trends and analytics.
 - Engage with followers and respond to inquiries and comments.

- Collaborate with other departments on social media campaigns.
- Prepare reports on social media performance.
- Participate in training programs on social media best practices.
- **Requirements:**
 - **Education:** Bachelor's degree in Communications, Public Relations, Marketing, or a related field.
 - **Experience:** 2+ years in social media management or a related field.
 - **Skills:**
 - **Social Media Proficiency:** Strong skills in managing social media platforms.
 - **Content Creation:** Ability to create engaging social media content.
 - **Analytics:** Ability to analyze social media trends and performance.
 - **Communication:** Effective verbal and written communication skills.
 - **Engagement:** Strong skills in engaging with social media audiences.
 - **Certifications:** Social media certifications are a plus.
- **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities

6. Public Relations Officer

- **Job Description:**
 - Support public relations activities and initiatives.
 - Assist in the development and implementation of public relations strategies.
 - Handle media relations and public inquiries.
- **Job Specifications:**
 - **Responsibilities:**
 - Support public relations activities and initiatives.
 - Assist in the development and implementation of public relations strategies.
 - Handle media relations and public inquiries.
 - Prepare and distribute press releases and media kits.
 - Monitor media coverage and prepare reports.
 - Collaborate with other departments on public relations initiatives.
 - Maintain accurate records and documentation of public relations activities.
 - Participate in training programs on public relations best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Communications, Public Relations, Journalism, or a related field.
 - **Experience:** 2+ years in public relations or a related field.
 - **Skills:**

- **Public Relations Skills:** Strong skills in supporting public relations activities.
- **Communication:** Effective verbal and written communication skills.
- **Media Relations:** Ability to handle media relations and public inquiries.
- **Coordination:** Strong organizational and coordination skills.
- **Teamwork:** Ability to work collaboratively with other team members.
- **Certifications:** Public relations certifications are a plus.
- **Benefits:**
 - Salary: QAR 15,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (12 days per year)
 - Training opportunities