



View Vacancy - Temporary Communications Assistant- part-time 06/18 HRE

The British Government is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law. We promote family-friendly flexible working opportunities, where operational and security needs allow.

Job Category

Foreign and Commonwealth Office (Policy & Political roles)

Job Subcategory

Communications, Press and Media

Job Description (Roles and Responsibilities)

Main purpose of job:

The Mission is an exciting and fast-paced place to work. Our communications effort is crucial to our work. We expect quality from our staff, but offer unrivalled learning and development opportunities. This jobholder will play a supporting role in coordinating our communication and public affairs activities, services and projects. This will include working with traditional media, as well as digital and social media.

Roles and responsibilities:

Social media monitoring, identifying breaking stories of interest to the UK and monitoring and reporting on impact of stories being pushed by the UK, responding in line with agreed script where necessary.

Routine social media updates. Assisting with the drafting and publishing of interesting and topical updates for Facebook/Twitter/Instagram

Act as Embassy photographer, ensuring high quality images for use on social media and with the press.

Support at Mission wide events, ensuring the communications aspects of events run by the Mission (including development programme launches, and public speaking or visits by senior officials) are handled professionally.

Essential qualifications, skills and experience

- social media (Twitter/Facebook/Instagram) experience
- media or communications experience

Desirable qualifications, skills and experience

A degree in media or journalism would be an advantage

Required competencies

Seeing the Big Picture, Managing a Quality Service, Delivering at Pace, Engaging Internationally

Application deadline

9 December 2018

Grade

A1 (L)

Type of Position

Fixed Term

Working hours per week

22.5

Duration of Post

3 months

Region

Africa

Country/Territory

Zimbabwe

Location (City)

Harare

Type of Post

British Embassy

Number of vacancies

1

Starting monthly salary ()

1098

Start Date

2 January 2019

Additional information

- Employees recruited locally by the British Embassy in Harare are subject to the Terms and Conditions of Service according to local employment law in Zimbabwe.
- All applicants must be legally able to work in the country of application with the correct visa/status or work permit.
- HM Treasury has issued an instruction to Government departments employing staff overseas, where they are not liable to local tax, that their salaries should be abated by an equivalent amount. The British Embassy currently has not implemented this policy, however, reserves the right to do so in future.
- Reference and security clearances checks will be conducted.
- Any questions you may have about this position will be answered during the interview, should you be invited.
- Information about the Foreign and Commonwealth Office Competency Framework can be found on this link: <https://www.gov.uk/government/publications/civil-service-competency-framework>
- Successful candidates not resident in Zimbabwe will be personally liable for costs and arrangements to relocate, including accommodation and work permits.
- Complete the application form in full as the information provided will be used for screening purposes.
- Check your application and attachments before you submit your application, as you will not be able to make any changes once submitted.
- The British Embassy will **never** ask you to pay a fee or money to apply for a position.