

The **West Asia – North Africa Forum** is looking for a motivated **Public Relations Officer** to work full-time

**The ideal candidate meets the following qualifications:**

- Holds a bachelor's degree and
- Has a minimum of 2 to 5 years of work experience
- Possesses strong computer and Internet skills
- Is skillful at utilizing social media tools
- Has technical knowledge of website content management
- Is fluent in English and Arabic
- Possesses excellent verbal and written communications skills
- Pays keen attention to detail and accuracy
- Is highly organized and efficient
- Is creative and takes initiative
- Is flexible and open to changing priorities
- Can manage multiple tasks simultaneously and under pressure

**Job responsibilities include but are not limited to:**

- Coordinating all travel, visa arrangements, hotel bookings and transportation for Forum guests.
- Organizing the annual forums and consultations, including logistics and media relations.
- Overseeing the publication of reports.
- Writing and editing content for the newsflash, e-newsletter and brochure.
- Managing and updating the website and keeping it interactive and engaging.
- Promoting the WANA Forum in the Media.
- Providing administrative support.

**Candidates are requested to email a cover letter and CV to [info@wanaforum.org](mailto:info@wanaforum.org) by 21 January 2010**