

**Job Title: Liberian and Media Specialist**  
**Duty Station: Jeddah, PERSGA H.Q**

Under the overall supervision of the Secretary General of PERSGA, the **Liberian and Media Specialist** will provide assistance, on full-time basis, and support for the timely and effective implementation of the PERSGA activities. The specialist will serve support the work in accordance with the Rules and Regulations of PERSGA and/or the funding source.

**Job requirements:**

- Assist with finding reference materials and update the library database;
- Maintain library inventory and conduct periodic audits of the information on the library database;
- Help in organizing the books, periodicals, publications in their proper places in the library and keep tidy and organized;
- Writing and the entry of PERSGA news and its activities with regard to workshops, meetings and conferences in the website and Al-Sambouk newsletter and help in the update the website regularly;
- Help in translation of reports and documents into French language when needed;
- Develops, writes, reviews and edits media scripts; determines their appropriateness according to the needs of PERSGA;
- Administer and follow-up PERSGA accounts on Social Media like Twitter and other SM's instruments;
- Coordinate with local and regional newspapers in publishing PERSGA news and activities.

**Qualification and Experience:**

- Bsc. in a related Social Science discipline;

- A good working knowledge of Microsoft Office and other publishing software.
- Good oral and written communication skills in Arabic and English and a good knowledge of French language is an added advantage.
- The candidate should be a national of one of the PERSGA member countries (Djibouti, Jordan, Egypt, Saudi Arabia, Sudan, Somalia and Yemen).

**Application closing date:** Applications should be submitted to the Following email address: [jobs@persga.org](mailto:jobs@persga.org)  
Applications should be received no later than 15 November 2018