Job Title: Liberian and social media specialist  
Duty Station: Jeddah, PERSGA H.Q

Under the overall supervision of the Secretary General of PERSGA, the **Liberian and social Media Specialist** will provide assistance, on full-time basis, and support for the timely and effective implementation of the PERRSGA 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 regularly updating the website;
- 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 Such as Facebook, Twitter and other SM’s channels;
- 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 both Arabic and English, 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