



Vacancy summary

PR manager, NGO «თავისუფალ ადამიანთა ფორუმი»

GE01461350

Tbilisi

Education : BEP - CAP

Experience : 1 year - 3 years

Vacancy details

NGO «თავისუფალ ადამიანთა ფორუმი» is announcing an opening for the temporary position of PR Manager.

Main functions and duties:

- Developing and managing a public relations strategy;
- Informing the public about the activities of the organization;
- Relation with media.
- Education Requirements
- Bachelor's degree in Public Relations, Journalism, English, Communications or Marketing with a PR or Advertising concentration

Essential Skills

- A confident communicator and presenter
- Excellent verbal and written communication skills
- Excellent organizational and planning skills
- Have a full understanding of media needs and media relationships
- Be proactive, reliable, responsible and accurate with an attention to detail
- The ability to keep information confidential
- Tactical understanding of all primary social media platforms
- Ability to work in high-stress environments, often for long hours
- A wide degree of creativity and latitude

- Self motivated with a positive and professional approach to management

Interested applicants should submit the following documents:

- CV in English language;
- Copies of diploma and certificates.
- If interested, please submit your CV to: ttatriodinodinnol@gmail.com no later than 28th of February, 2023. Please indicate in the subject line of your e-mail the vacancy you are applying for, otherwise your application will not be reviewed. Incomplete applications will not be considered.

Only short-listed candidates will be invited to the interview.

The purpose of processing personal data at NGO «თავისუფალ ადამიანთა ფორუმი » is to manage applications in view of possible pre-selection and further recruitment. All personal data collected will only be used for this purpose and will in no case be transmitted to any third party without applicant's consent. Information submitted by applicant will be registered in NGO's database during one year.

Contacts
