



NOW RECRUITING

YLDF is currently seeking a creative, motivated individual to be in the position of Public Affairs and Media Officer for the Middle East Partnership (MEPI) Alumni Chapter in Yemen.

MEPI is a unique U.S. Department of State program designed to engage directly with and invest in the peoples of the Middle East and North Africa (MENA). MEPI works with international non-governmental organizations, the private sector, academic institutions, and governments to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. For more information on MEPI, visit www.mepi.state.gov.

YLDF is looking for Public Affairs and Media Officer to work with the MEPI Alumni Local Chapter in Yemen:

- To promote the image of MEPI Alumni Local Chapter among the various stakeholders through specific communication activities.
- To organize all public events organized by MEPI Alumni Local Chapter.
- Assists in the development of all public information materials for the various activities of MEPI Alumni Local Chapter.
- Handles all inquiries from the media and manages all relations with the media. Incumbent also organizes and keep up-to-date a database of media representatives and institutions.
- Manages the brand image of MEPI Alumni Local Chapter and the usage of its logo in all MEPI Alumni Local Chapter activities.
- Manages input and content of website and other company information sharing domains.
- Monitors the media and provides reports on media coverage of the various activities of MEPI Alumni Local Chapter.
- Widening the relationship of MEPI Alumni Local Chapter with the other stakeholders.

YLDF is looking for these skills in the applicants:

- Bachelor's Degree or equivalent work experience focused on journalism, media, or Public Affairs.
- Experience with or interest in MEPI and MEPI's mission to create pluralistic, participatory, and prosperous societies (preference will be given to applicants who are MEPI Alumni).
- Fluency in English and Arabic (speaking, writing, and understanding).
- Strong computer skills (i.e. proficiency in Microsoft office applications like email, Word, Excel, and PowerPoint).
- Strong communication skills, including public speaking experience and the ability to communicate effectively in writing through a wide range of media (i.e. -Facebook, SMS), and preparing newsletters in Arabic and English.
- Strong media skills including writing press releases and doing the media coverage for events.
- Strong planning skills.

This is a full-time position based in Sanaa. Salary details upon request.

Interested applicants should send a CV to, jobvac@yldf.org , Tel: +967-1-240355, Fax: 967-1- 269873 by December 14, 2011.

The applicant should write in the Subject of the email “Public Affairs and Media Officer Applicant-MEPI”.