

JOB DESCRIPTION

PR & Communications Manager

Role Summary

Owner of the organisation's external voice. The PR & Communications Manager manages media relationships, drafts official communications, and protects reputation through disciplined and proactive engagement with press and stakeholders.

REPORTS TO	Head of Promotional Brand
DIRECT REPORTS	None (works closely with leadership and external communications partners)
EXPERIENCE REQUIRED	4 years
LOCATION	On-site
TYPE	Full-time, permanent

Qualifications

Bachelor's degree in Public Relations, Communications, Journalism or related field. Master's degree or industry accreditation (CIPR, IABC) preferred.

Key Responsibilities

- Build and maintain relationships with local, regional and international media.
- Draft and place press releases, statements, op-eds and official communications.
- Manage reputation, issues and crisis communications.
- Coordinate with senior leadership on official narrative and media positioning.
- Monitor coverage and provide regular media reporting against agreed KPIs.
- Develop and brief spokespeople for media engagements and public appearances.

Skills & Experience

- Established media network across the region (and ideally internationally).
- Excellent written English; Arabic writing capability strongly preferred.
- Proven track record handling sensitive communications and complex stakeholder environments.
- Strong news sense and editorial judgement.
- Calm under pressure with disciplined messaging instincts.