**BRITISH EMBASSY BISHKEK**

**The British Embassy in Bishkek is recruiting a Political and Press Officer. The main purpose of the job is to monitor and analyse political developments in Kyrgyzstan and lead on Embassy liaison with the media.**

**TITLE: Political and Press Officer**

**Duties**

The Political and Press Officer will be a key member of the Embassy team. Their main responsibilities will be to:

* Monitor and analyze Kyrgyz political developments, including Kyrgyz external relations.
* Further develop and implement a communications strategy to secure high profile, positive media coverage of British Embassy activity. This will include sourcing content for the British Embassy website and social media, and identifying and maximizing opportunities for media engagement.
* Manage the Embassy’s $80 000 Bilateral Programme Budget to advance British Embassy objectives.
* Develop a strong network of Kyrgyz and international contacts, including at senior levels.
* Interpret and translate in English, Russian and Kyrgyz, including occasionally at high-level meetings.

**Skills and Experience**

The ideal candidate will:

* Be a confident self-starter who projects a professional image and builds networks to help get the job done.
* Be a team player, ready to help colleagues and share knowledge willingly.
* Demonstrate a proven track-record of effective media work.
* Think strategically and be able to develop communications plans and lead their implementation.
* Be fascinated by politics and international affairs, and experienced in monitoring, analyzing and reporting on political developments.
* Have budget management experience.
* Be fluent in Russian and English and confident in Kyrgyz

**Competences**

The Embassy recruits on the basis of competences which are a set of personal attributes, skills and knowledge that, combined with professional skills, help staff do their job effectively. The following competencies are need and will be tested at interview:

* Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports organisational objectives.

* Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice.

* Leading and Communicating

This is about leading from the front and communicating with clarity, conviction and enthusiasm.

* Collaborating and Partnering

People skilled in this area create and maintain positive and trusting working relationships with a wide range of people to get business done.

* Delivering at Pace

This means focusing on delivering timely performance with energy and taking responsibility and being accountability for quality outcomes.

Selection

The selection process is as follows:

28 February 2014: Deadline for receipt of applications by email to ukin.kyrgyzstan@fco.gov.uk

Week of 10 March: Interviews

Late March: Ideal start date.

Terms and Conditions

This position will be graded at B3(L) which is a policy grade. It is a permanent full-time position, based on a 36 hour working week, excluding lunch hours. The salary will be roughly USD1400 per calendar month (gross). A 13th month salary is payable. The successful candidate will be required to pay tax and contribute to the Kyrgyz Social Fund. Employees are entitled to 24 working days leave per calendar year. In addition, the Embassy observes up to 14 days public holiday. The Embassy provides medical insurance for employees and dependants.

The British Embassy is firmly committed to equal opportunities. We do not

discriminate on the basis of race, religion, gender, age, sexual orientation or

disability.