

Our organization is looking for Public Relations Officer

Nur-Sultan

25 August 2021

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) announces a job opening for the position of Public Relations Officer.

Qualification requirements:

Higher education: public relations, international relations, journalism; minimum five years of work experience in the media. Fluency in information technologies, English and Russian languages is mandatory. Knowledge of Kazakh language is a significant asset.

Job duties:

- Sharing information related to CICA and its activities with the general public through local and international media sources, social networks, think tanks and non-governmental institutions.
- Developing and implementing projects and activities aimed at raising visibility of CICA.
- Coverage of activities of the CICA Secretariat in the media, including maintenance of the Secretariat's website and social networks.
- Drafting and publishing articles in the media and social networks; preparation of the CICA Secretariat's printed publications.
- Performing other tasks of the Executive Director of CICA.

Our terms:

Competitive compensation system; the probation period related information will be discussed at the personal interview with a candidate.

All candidates interested in participating in the arrangements for recruitment should send their resumes with a photograph no later than 8 September 2021 at the following emails addresses: saule@s-cica.kz and sultan@s-cica.kz

For more information, please contact at the email addresses mentioned above.