Career Opportunity

Communications & PR Executive – Jobsplus Permit No. 905/2019

The FIAU is seeking to recruit a Communications & PR Executive, who will be reporting directly to the Director and/or Deputy Director.

Responsibilities:

- Collaborating with management to develop and implement an effective communications strategy based on the Unit’s target audience;
- Writing, editing, and distributing content, including publications, press releases, website content, annual reports, speeches, and other marketing campaigns that communicates the Unit's activities and services;
- Updating and maintaining Web content, LinkedIn, newsletter and other social media;
- Responding to media inquiries, arrange interviews, and act as a spokesperson for the Unit;
- Develop media relations;
- Responding and coordinating PQs;
- Establishing and maintaining effective relationships with journalists, and maintain a media database;
- Seeking opportunities to enhance the reputation of the Unit, and coordinate publicity events as required;
- Maintaining records of media coverage and collate analytics and metrics;
- Studying the Unit's objectives, promotional policies, branding initiatives, and needs to build public relations strategies that influence public opinion and promote the unit;
- Recommending techniques to improve the Unit’s public image;
- In charge of reviewing, proofing and performing quality checks on the Units internal and external communications and publications;
• Performing any other duties that may be assigned from time to time by the Director/Deputy Director of the FIAU.

Requirements:

• In possession of a recognised Bachelor’s qualification at MQF Level 6 or better in Communications, or comparable professional qualification in relevant field of studies;
• Proven working experience of minimum of three (3) years in a communications and/or marketing environment;
• Have experience in content writing or closely – related work;
• Excellent writing and verbal communications skills in both Maltese and English;
• Have proven ability to build contacts and, ideally, be already well connected within the media sector;
• Proficiency and working knowledge in using design and publishing software and MS Office applications;
• Have strong time-management and organisational skills;
• Ability to work well under limited supervision.

We Offer:

• A dynamic working environment.
• Excellent career prospects.
• An attractive remuneration package.
• Health and Life Insurance.
• Flexi Time.
• Team building events.

Interested persons are to send an application together with a detailed CV addressed to The Director, Financial Intelligence Analysis Unit, 65C, Tower Street, Birkirkara, BKR 4012. Applications may also be sent by email to careers@fiumalta.org.