



## REGIONAL OFFICE IN RIYADH

### INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

**Position Title:** Communications Officer

**Location:** IMF Regional Office in Riyadh (ROR), Saudi Arabia

**Reports to:** ROR Director

**Grade:** NO-A

#### 1. Duties and Responsibilities:

This position is located at the International Monetary Fund (IMF)'s Regional Office in Riyadh (ROR). The Communications Officer will report to the ROR Director and will liaise with HQ staff managing communication for the MENA region, including from the IMF's Communications Department in HQ. The primary focus will be to help shape and implement the Middle East and Central Asia Department (MCD) outreach strategy in the region:

In close coordination with the MCD communication team responsible, the successful candidate will:

- Develop an annual communication strategy linked to the ROR's annual work plan and the IMF's Middle East and Central Asia Department's communication strategy.
- Support outreach by IMF Management, the Director, and other IMF staff
- Promote the ROR's activities by developing relationships with media representatives, responding to inquiries, coordinating media events (press conferences and briefings), and liaising with social media and other forms of communication (blogs, podcasts) in the region.
- Write, edit, and oversee the production of high-quality communication materials, including reports, press releases, articles, and digital content.
- Propose content to post on the ROR's webpage and maintain the ROR's social media accounts
- Track media coverage and public perception, analyze communication effectiveness, and provide recommendations for improvements.
- Identify, target, and invite the relevant audience to events organized by ROR in the region, including reporters, parliamentarians, think tanks, and CSOs.
- Propose communication actions for each event organized by the ROR
- Organize events and media engagements including interviews and background briefings.
- Translate or review the translation of communication products, as required.
- Monitor and flag relevant coverage of the IMF in the local media.

Note: This list of duties is illustrative of regular and recurring functions, however the incumbent is expected to back up others and perform similar assigned work.

#### 2. Skills and Qualifications:

**Education:**

- BA / BS / MA in communication, journalism, public relations, media studies, mass communication, advertising, or equivalent combination of education and experience.

**Experience:**



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- Five years of relevant experience in communications, and/or government relations.

### **Skills:**

- A sound grasp of economics and finance.
- Command of social media.
- Excellent spoken and written communications skills, with ability to draft Op-Eds and speeches in both English and Arabic.
- Knowledge of web design, web content maintenance, and video skills is a plus.
- Knowledge of key media players in the region.
- Personal initiative and sound judgment, while also being a committed team player.
- Strong interpersonal skills, to interact effectively and tactfully across all seniority levels.
- An ability to multi-task under pressure and work outside regular office hours as needed.
- Experience in organizing high-level events.

### **Language Requirements:**

- Excellent spoken and written communications skills in both English and Arabic.

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- Viable candidates must be nationals or residents of the country Saudi Arabia or be able to independently obtain a valid work permit before starting employment with the Fund. Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF will not sponsor or provide assistance for obtaining work permits.
- The IMF is guided by the principle that the employment, classification, promotion, and assignment of staff shall be made without discrimination against any person. We welcome requests for reasonable accommodations for disabilities during the selection process. Information on how to request accommodations will be provided during the application process.
- Deadline for applying is **May 15, 2025**.
- Please send resume and a cover letter to [IMFROR@imf.org](mailto:IMFROR@imf.org)
- Please state in the subject of the email: Job Application to Communications Officer
- *Only shortlisted candidates will be contacted for an interview.*