



**Swedish Dialogue Institute**  
for the Middle East and North Africa

## **Communication/Program Officer at the Swedish Dialogue Institute for the Middle East and North Africa in Amman**

The Swedish Dialogue Institute for the Middle East and North Africa is seeking to recruit a highly motivated, energetic, and experienced communication/program officer.

The Swedish Dialogue Institute is a Swedish governmental agency with diplomatic status in Jordan that serves as a platform for contacts and dialogue between on the one hand Sweden and the countries of Europe and on the other hand the countries of the Middle East and North Africa.

The Institute deals with issues of importance to the political, economic, social, environmental, and cultural development. The key areas for activities are: Peace & security; Sustainable development; and Inclusive participation. The Institute operates through conferences, seminars, meetings, and other activities.

The recruitment is for a permanent position starting in February 2025, with a probationary period of three months.

### **Main responsibility**

- Produce text, images, graphic design, video content and other creative material as part of the Institute's Communication work (*social media, website, press releases, newsletters*).
- Responsible for updating and maintaining the Institute's official website and social media accounts.
- Monitor media sources and collect press materials.
- Raising the profile of the Dialogue Institute in the Middle East and North Africa, by identifying and using communications opportunities.
- Contribute to the planning and management of activities within the Institutes thematic areas.
- Undertake analysis on developments in the prioritized areas in the Middle East and North Africa.
- Contribute to reinforcing and expanding the relationship between Sweden, Europe and the Middle East and North Africa, identifying opportunities and collaborations.

### **Formal Education**

University degree in communications, political or social sciences, international relations or other relevant fields.

## **Professional Experience**

- At least 2 years professional experience in a comparable position, working in the fields of communication and international relations, development, gender, governance, or related area.
- Experience in project and event development, management, and implementation, evaluation, and assessment.
- Knowledge and experience of web design, graphic design, photography/videography, and managing various social media channels.
- Strong analytic, strategic and report writing competency and capacity.
- Strong networking and influencing skills, ability to liaise with stakeholders at all levels.
- A proven capacity for delivering timely results and taking responsibility for quality outcomes.
- Strong knowledge and experience of the traditional media and social media landscape in the Middle East and North Africa.

## **Additional competences**

- Excellent command of English and Arabic language (spoken and written). A good level of Swedish would be considered an asset.
- Excellent communication and interpersonal skills, ability to work in an international environment.
- Experience and ability to cope with dynamic situations, to deal with unexpected challenges and capable of hands on problem-solving, with ability to generate ideas and solutions.
- Pro-active, motivated, energetic, service-minded, and result-oriented personality.
- Creative, flexible, and capable of working both independently and in group.
- Experience from regional dialogue in the MENA region and between the MENA region and Europe is a merit.

## **Selection criteria**

- Previous working experience with diplomatic missions and international organizations is a merit.

## **What we offer**

- Full-time position at the Swedish Dialogue Institute in Amman.
- Varied and dedicated international work experience within a multicultural and open setting in a small and dynamic team.
- Inspiring professional and personal development.
- Individually set salary based on qualifications and work experience.
- Probationary employment will be applicable for the selected candidate.

## **Application instructions**

- To apply, please send your application including a CV (max 2 pages) and short personal application letter (max 1 page) in English to [Svenska.dialoginstitutet@gov.se](mailto:Svenska.dialoginstitutet@gov.se) with the word "Communication/Program

Officer” as subject. Please send **no** certificates etc. at this stage. Incomplete applications will not be considered.

- Applicant must hold a valid working visa for Jordan for the duration of the period of employment.
- Please provide contact details of two reference persons. As we do not return applications, please do not send any original documents.
- Deadline to apply December 7<sup>th</sup> 2024. Application received after the closing date will not be accepted.
- Only successful candidates will be contacted by the Institute. Call for interviews will take place in early January 2025.
- For more information, please contact us by email:  
[svenska.dialoginstitutet@gov.se](mailto:svenska.dialoginstitutet@gov.se)
- For more information about us, please visit our:  
Website: [Dialogue institute - Sweden Abroad.](#)  
Instagram: Swedishdialogueinstitute  
LinkedIn: Swedish Dialogue Institute for the Middle East and North Africa

The appointment of the successful candidate will be required to pass medical and security certifications.

Online personality testing may be applied in the selection process.