

The Georgian National Investment Agency (GNIA) is announcing an opening for the position of the **Corporate Communications Manager**.

Job Description:

GNIA was established in 21002; today it is the Legal Personality in the system of the Ministry of Economy and Sustainable Development and plays an important role in the liberalization of the economy. It is the only agency responsible for attracting investments.

Investment Projects Manager works under the immediate supervision of the Director and is responsible for promoting and managing a portfolio of investment projects in his/her respective sector: **Agriculture, Healthcare and Pharmaceuticals, Tourism, Manufacturing and Logistics [FIZ]**.

Duties and Responsibilities:

- Together with the leadership of the agency conducting stakeholder mapping, and developing stakeholder communication plan;
- Carrying out the communication plan, via developing and utilizing relevant tools (on-line communications via LinkedIn, Twitter, Facebook and the agency web-sites; print and electronic publications, newsletters, reports etc.)
- Carrying out stakeholder satisfaction surveys, and soliciting feedback in other forms; reporting the findings to the leadership of the agency and updating communication plans;
- Managing media relations and ensuring wide and positive coverage of all activities carried out by the agency;
- Working with international media as a part of Agency's FDI marketing efforts;
- Coordinating with other staff on common projects.

Ideal candidate would have:

- Higher education in Public Relations or Marketing, or commensurate experience;
- At least 3 years of experience in PR, and/or corporate communications, and/or lobbying, and/or outreach and advocacy;
- Familiarity with modern on-line communication tools;
- Significant international exposure;
- Excellent communication skills;
- Proficiency in English (another foreign language is an advantage);
- Excellent team working skills;
- Planning and reporting skills.

Interested candidates should send their CV and Cover Letter in English to: info@investinggeorgia.org before August 9, 2010. Incomplete applications will not be considered.

Shortlisted candidates will be contacted.