Media Officer

The Media Officer coordinates external media relations, monitors the media and prepares information products for the media and public. The role enables the OSOCC to clarify/reinforce response activities being supported by the OSOCC in the public and donor realm.

**Responsibilities:**

* Monitor all media (i.e., traditional and social media) for media relations purposes and for situational awareness.
* Serve as the OSOCC focal point for local and international media.
* Identify and maintain contact/proactive relationships with media to promote awareness of and advocacy for relief operations.
* Serve as the OSOCC media spokesperson and/or prepare other identified OSOCC staff to serve as spokespeople.
* In cooperation with the LEMA, RC/HC and OSOCC Manager, establish and communicate guidelines for interaction with the media to all OSOCC staff.
* In cooperation with the Information Management Cell, prepare relevant information and products (e.g. media fact sheet, situation updates) for distribution to the media and the public.
* Support site visits of donors and VIPs to the OSOCC.

**Reports to:**

 Situation Coordinator

**Staffing:**

The OSOCC Manager will often fulfill the Media responsibilities until an OCHA Public Information Officer arrives on-site.