**ToR for Information and Media Officer**

**Overall job Description**

The IMO shall be fully responsible for providing secretarial and related works including support services to the Mayor, Thimphu City

**Specific Job Responsibilities**

* Draft correspondences and proposals to be signed by Mayor
* Keep records of meetings in detail during Mayor’s meeting
* Prepare correspondences, reports and materials for presentations and publications/press
* Receive/meet and greet clients and Official guests in appropriate manner
* Coordinate/liaise with other staff to follow-up on deadlines required by the Mayor
* Handle sensitive project information with great tact, discretion and judgment
* Liaise with various media houses and the concerned Thromde Divisions/Section/Individual Officials in disseminating authentic information
* Strategize a mechanism via which public has been informed of all latest Thromde developmental activities through social media platforms and websites
* Perform such others task as highlighted in the Media SOP

**Person Specifications & Attributes**

Additionally, he/she must have:

* Knowledge, skills and experience in verbal and written communication both in Dzongkha and English
* Dealing with clients, Officials and other VIPs in conformity with social etiquettes
* Good computer knowledge (especially MS skills) with ability to type fast (at least 40 to 50 words per minute)
* Strong ability to organize and prioritize workloads and meet deadlines
* Able to work under pressure and beyond Office hours with high integrity/ethics
* Any other tasks assigned by the management

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