



CALL FOR CANDIDATURES: Communication and Events Assistant - UfM/LP/2016/002

1. Subject:

The UfMS is committed to promote young employability and is seeking to incorporate a Young Communication and Events Assistant at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job Description			
Job Title:	Communication and Events Assistant	Reports to:	Head Communication and Public Affairs
Division/Unit:	Communication and Public Affairs Unit	Category:	Local Staff
Indicative gross salary range	EUR (26.000-28.440)	Type of Contract and Duration	Local contract under Spanish law (practises modality) - Temporary: 1 year
Summary			
<p>The Communication & Events Assistant will contribute to the implementation of the UfM Communication and Public Affairs Unit plan.</p> <p>He/she will assist in managing the various events and initiatives carried out by the UfM Communication and Public Affairs Unit. The events organised by the UfM will include:</p> <ul style="list-style-type: none">· Organisation of regular UfM Senior Officials Meetings· High-level conferences and events in coordination with the Divisions· Official visits of delegations· Technical Workshops/Seminars in coordination with the Divisions· Press conferences and press tours· Launching/Inauguration of projects promoted by the UfM <p>The Communication & Events Assistant will actively contribute to expand UfM's visibility and maximise communication results by coordinating the development and implementation of communication actions, tools and publications for the promotion of UfM projects and initiatives.</p>			
Primary Responsibilities			
<u>Event organisation and management</u>			
<ul style="list-style-type: none">- Assistance in the management of the UfM local and international events<ul style="list-style-type: none">· Coordinate the UfM calendar of events· Contract management (public tenders)· Meetings and Small Events· UfM Senior Officials Meetings· Major UFM events			



- Contract management of the Communication and Public Affairs Unit contracts
- Coordinate the production of branding material for specific events and for general branding purposes within the organisation
- Collect appropriate data from the events, photographs, videos, etc.
- Assist in the protocol and security matters
- Create and update database of templates for events
- Other tasks required by the line manager

Digital communication

- Write and manage web content and coordinate the development of the UfM website.
- Coordinate the design, content creation and e-mailing of the UfM newsletter.
- Contract management of the Communication and Public Affairs Unit contracts

Communication tools and publications

- Assist in the development and implementation of communication plans for the promotion of UfM projects, initiatives and conferences, following adopted global and specific objectives.
- Support in the preparation and production of communication tools (institutional and sectorial): activity report, leaflets, websites, videos, brochures, PPTs, etc. In particular:
 - o Copy writing and/or proofreading content
 - o Coordinating the creation of the final products
- Contract management of the Communication and Public Affairs Unit contracts

Qualifications, Skills and Relevant Experience

- University degree in communications, journalism, international relations, political science or other relevant discipline.
- Excellent organizational skills.
- Excellent communication skills, both verbal and written.
- Ability to manage multiple projects and to handle stress
- Ability to build consensus and work effectively within a cross-departmental team.
- Commitment to the organization.
- Team spirit and enthusiasm.
- Prior experience in international organization, Ministry of Foreign Affairs or Embassy
- Prior experience in contract management, particularly public tenders
- Computer skills: Microsoft Office 2010, management of graphic design tools and web content management software (Wordpress), Google Analytics. Experience with e-mailing platforms.

Languages

Essential: Spanish, English, French (including native writing skills in either French or English)

Desirable: Arabic



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2. - Requirements.

Candidates applying for the post to be eligible must:

- Have a University degree in communications, journalism, international relations, or other relevant discipline obtained within the last 5 years.
- be less than 30 years of age as of 31 December 2016

3. Submission of applications:

Please read carefully the following information and send a complete application in English to the following address: hr.recruitment@ufmsecretariat.org.

The complete application includes:

- A **detailed curriculum vitae in English**
- A **motivation letter in English in a separate document** including a clear mention of the profile applied for. Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage.

3. Submission Date:

Complete applications must be submitted by **19th August 2016 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.