

Call for expression of interest

The UfMS is launching a call for expressions of interest of qualified candidates from UfMS member states for short-term assignments.

The aim of the Call is to establish a qualified pool of candidates who can deliver professional services on a short-term basis.

Call for press specialist position

Job description			
Job Title:	Press Specialist	Reports to:	Head of Unit Communication & Public Affairs
Division:	Communication & Public Affairs	Indicative gross salary range	36.000 - 39.750 Euro
SUMMARY			
Accountable for assisting the Communication & Public Affairs Unit in the development, coordination, implementation and monitoring of communication and press actions to raise visibility and awareness on UfM activities and projects.			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none"> • Contribute to the definition and implementation of the communication strategy of the UfM • Assist in developing and implementing media strategies for the promotion of UfM activities and projects and generate ideas to gain media coverage • Contribute to establish and nurture media relations and partnerships and handle journalists' queries • Write press releases, media invitations, talking points, defensives, op-eds and speeches for press purposes • Disseminate press releases on a regular basis and follow-up publication • Arrange press interviews for UfM officials • Organize press activities: press briefings, conferences, trips, visits, etc. • Write content for other communication purposes in liaison with other divisions and departments • Coordinate the monitoring of the media and the production of press clippings • Ensure maintenance and updating of the media database • Provide support to the organization of public affairs activities and coordinate the implementation of partnerships with third parties on the occasion of joint activities • Contribute to procurement procedures for services and contracts for the related area. • Liaise with the media agency for the implementation of media and communication services across the region • Contribute to the conceptualization and production of communication campaigns and tools 			
QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:			
ESSENTIAL MINIMUM REQUIREMENTS			
<ul style="list-style-type: none"> • Bachelor's degree in communications, journalism, international relations or other relevant discipline. • Around 3 years' experience in the field of media relations or journalism. 			



- Excellent writing skills, and experience turning complex or technical texts into accurate, easier-to-understand press releases
- Excellent knowledge on how the media work and sensitivity to how they are addressed
- Strong strategic thinking and organizational skills
- Close attention to detail
- Excellent interpersonal skills
- Ability to manage multiple projects.
- Ability to build consensus and work effectively within a cross-departmental team.
- Ability to work well under pressure and against tight deadlines
- Commitment to the organization and team spirit
- Excellent computer skills and ability to work independently and efficiently with Microsoft Office, in particular: Word, Excel, PowerPoint, Outlook.

DESIRABLE REQUIREMENTS

- A broader specialized experience in the field of media relations, preferably within the public sector, will be strongly valued
- Prior experience in organizing events such as press points, conferences, trips
- Knowledge of the media landscape in the Euro-Mediterranean region
- Possibility to bring to the post an established pool of media contacts
- Prior experience in coordinating external providers in the communications field
- Experience in international and/or multicultural environments would be a strong asset
- Experience with database management systems and e-mailing platforms (eg. Mailchimp)

LANGUAGES

Proficient spoken and native writing level of English and of a second UfM official language (French, Arabic or Spanish)

1. Submission of expression of interest

Please read carefully the following information and submit your expression of interest by completing the general call for experts in the [online web form](#) (answer to question 5).

2. Staff category

Contracted Staff: Short Term Contract.

Duration: 6 months (renewable contract).

General conditions of UfM short term contracts [are available here](#).