



Call for expression of interest

1. Subject:

The UfMS is launching a call for expressions of interest to work in the areas of press and public affairs within the Secretariat of the Union for the Mediterranean, which has its headquarters in Barcelona. Individuals interested in presenting a spontaneous candidacy must come from a UfM Member State.

Job description

Area:	Press and Public Affairs	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

- 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

- Bachelor's degree in communications, journalism, international relations or other relevant discipline.
- At least 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 (Standard Arabic preferred)

2. Submission of expression of interest:

Please read carefully the following information and submit your expression of interest by completing the [online web form](#).

The purpose of this Call for expression of interest is to identify the potential candidates that would be interested to join the UfM Secretariat (UfMS).

UfMS will establish a list of potential candidates consisting of applicants that have successfully passed Selections steps organized by the UfMS HR Section and whose names are placed on the reserve lists valid to be used later on when vacancies will be open. The UfMS list of potential candidates successful with the selection will remain valid for an indefinite period. However, candidates should note that inclusion in the UfMS list of potential candidates does not guarantee recruitment. It is important to bear in mind as well that all the vacant positions at UfMS are subject to the availability of Budget and Posts in the staffing plan and catalogues of posts as decided by the UfMS governance.

In order to be eligible, the candidate should:

- Submit a complete application in English (CV, motivation letter)
- Have good knowledge of both written and spoken English
- After inclusion in the list of potential candidates and as soon as the need of a specific profile arises in the Communication & Public Affairs Unit at the UfMS and a vacancy opened, only those candidates who have



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the best profiles for the specific position will be contacted and, if appropriate, invited to an interview, and, if selected, offered a Contract in line with applicable Staff Regulations and their Implementing Rules.

Your expression of interest will remain in our database. Should there be an opportunity for which you meet the qualification requirements, you will be contacted.

Important: As long as the candidates are not contacted, they are kindly asked not to request any additional information about the status of their application.

We can only consider applications from nationals of UfM Member States. As UfM is an international organization, non-EU citizens selected candidates will need to pass through the visa procedure before starting.