



Union pour la Méditerranée
Union for the Mediterranean
الاتحاد من أجل المتوسط

CALL FOR CANDIDATURES: Communication & Public Affairs Analyst

UfM/LP/2019/009 – *internal candidates*

1. Subject:

The UfMS is seeking to incorporate a Communication & Public Affairs Analyst at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description / Communication and Public Affairs Analyst			
Job Title:	Communication & Public Affairs Analyst	Reports to:	Head of the Communication Unit
Division:	Communication and Public Affairs Unit	Salary:	43. 000€
SUMMARY			
<p>The Communication & Public Affairs Analyst will contribute to increase the visibility of the UfM through carrying out strategic communication actions and developing communication materials and tools to raise the awareness and overall understanding of UfM activities, projects and initiatives among its key target audiences.</p>			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">- Contribute to the definition and implementation of the communication strategy of the UfM- Participate in procurement procedures and contracts for services related to the below-mentioned areas <p>Content creation</p> <ul style="list-style-type: none">- Liaise with communication counterparts of UfM project promoters to:<ul style="list-style-type: none">o ensure the visibility of the UfM in the communication of the projectso identify success stories and joint communication opportunitieso organize missions to the field in order to conduct interviews with beneficiaries and stakeholders and produce communication materials such as pictures, videos and publications- Identify key “facts & figures” illustrating the specificities of the region and the work of the UfM<ul style="list-style-type: none">o Internal figures: in coordination with DOP department and concerned divisionso Regional figures: research and liaise with UfM divisions to collect regional figures of interest on the basis of already existing reports and studies- Nurture the UfM communication content through the identification of quotes from VIPs, project promoters and beneficiaries as well as mentions of the UfM in official documents- Liaise internally with other divisions and departments to obtain relevant information that could be used for communication and press purposes			

- Draft and proof-read tribunes, articles, press releases, web news and texts for other communication supports

Publications

- Coordinate the production of UfM institutional publications such as leaflets, brochures, documentaries, PowerPoint presentations, Communication and Visibility guidelines, branding material, etc.
- Assist the divisions in the production of sectorial publications such as leaflets and reports.
- In liaison with Cabinet, coordinate the production of the UfM Annual report.

Public Affairs

- Contribute to the development of public affairs strategies to advocate ties with key opinion leaders in the Mediterranean region.
- Identify and engage with potential “spokespeople” who could act as message multipliers for the UfM and contribute to the communication strategy through third-party endorsement.
- Assist in conducting awareness raising campaigns for target groups, developing key promotional messages in consultation with the team
- Assist in building and nurturing relationships with the UfM key audiences in the Mediterranean region including representation of the UfM at relevant stakeholder meetings
- Take lead in dissemination of communication materials to relevant stakeholders, ensuring that the UfM communication actions impact its key audiences through the definition and implementation of yearly KPIs
- Assist in dealing with enquiries from partner organisations and UfM audiences

Event organisation

- Provide advice in order to define and implement communication plans for major UfM events in order to maximize their impact, including:
 - o Identification of key audiences
 - o Identification of key events in the region and corresponding synergies
 - o Production of branding material for specific events and for general branding purposes within the organization
- Coordinate the organisation of UfM high-level events and other communication and public affairs events organised by the Unit

Other Communication tasks

- Assist in ensuring good media relations, through assisting in the coordination of media actions
- Coordinate internal communication actions within the UfMS
- General support as needed to the Communication & Public Affairs unit

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- University degree in marketing, communication, journalism, international relations, or other relevant discipline
- A minimum of 5 years’ experience at international level in communication
- A minimum of 3 years of experience in in Project and/or team Managerial
- Experience in contract management, particularly public tenders would be an asset
- Experience in international organizations would be an asset
- Excellent organizational skills

- Excellent communication skills, both verbal and written
- Ability to manage multiple projects
- Ability to build consensus and work effectively within a cross-departmental team
- Commitment to the organization
- Team spirit and enthusiasm
- Computer skills: Microsoft Office 2010, web content management software (WordPress), Google Analytics. Experience working with InDesign, Adobe Illustrator and Microsoft Publisher

LANGUAGES

Essential: English, French and Spanish; Optional: Arabic

2. Submission of applications:

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

Please mention the vacancy title and reference (Communication & Public Affairs Analyst UfM/LP/2019/009) when applying.

The complete application includes in separate documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position.
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

3. Submission Date:

Complete applications must be submitted by **the 31st of May 2019 (midnight, European time, GMT+1)**.

4. Conditions:

The UFM Secretariat, on the basis of qualifications, will determine the initial grade and step on appointment and could be a grade different from that shown above.

The UFM Secretariat reserves the right to appoint the selected candidate at a lower level than the advertised level of the post.