



## CALL FOR CANDIDATURES: Press Officer

### 1. Subject:

The UfM Secretariat is seeking to incorporate a Press Officer at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
<b>Area:</b>	Press and Public Affairs	<b>Reports to:</b>	Head of Unit
<b>Division:</b>	Communication & Public Affairs	<b>Staff category and conditions</b>	Contracted Staff as per Staff Regulations and Implementing Rules of the Staff Regulations Post Classification: CS3 Officer/Analyst Gross Salary: 43.000 Euros
<b>SUMMARY</b>			
Accountable for assisting the Communication & Public Affairs Unit in the development, coordination, implementation and monitoring of press and communication actions to raise visibility and awareness of UfM activities and projects.			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Contribute to the definition and implementation of the communication strategy of the UfM</li><li>• Develop and implement media strategies for the promotion of UfM activities and projects and generate ideas to gain media coverage</li><li>• Establish and nurture media relations and partnerships and handle journalists' queries</li><li>• Write press releases, media invitations, talking points, defensives, op-eds and speeches for press purposes</li><li>• Disseminate press releases on a regular basis and follow-up publication</li><li>• Arrange press interviews for UfM officials</li><li>• Organize press activities and events (logistics and content): press briefings, conferences, trips, visits, etc.</li><li>• Write content for other communication purposes in liaison with other divisions and departments</li><li>• Coordinate the media monitoring and the production of press clippings</li><li>• Ensure maintenance and updating of the media database</li><li>• Provide support to the organization of public affairs activities and coordinate the implementation of partnerships with third parties on the occasion of joint activities</li><li>• Contribute to procurement procedures for services and contracts for the related area.</li><li>• Liaise with the media agency for the implementation of media and communication services across the region</li><li>• Contribute to the conceptualization and production of communication campaigns and tools</li></ul>			
<b>QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:</b>			
<b>ESSENTIAL MINIMUM REQUIREMENTS</b>			
<ul style="list-style-type: none"><li>• Master's degree in communications, journalism, international relations or other relevant discipline.</li><li>• Minimum of 5 years' experience in the field of media relations or journalism.</li><li>• 3 years of experience in projects and/or team managerial experience</li><li>• Excellent writing skills, and experience turning complex or technical texts into accurate, easier-to-understand press releases</li></ul>			



- Excellent knowledge on how the media work and sensitivity to how they are addressed
- Strong strategical 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 the logistical organization of events such as press briefings, conferences, visits, and trips will be strongly valued
- Knowledge of the media landscape in the Euro-Mediterranean region will be strongly valued
- Possibility to bring to the post an established pool of media contacts
- Prior experience in coordinating external providers in the media/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 will be valued)

## 2. Submission of applications:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cv"**.
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "namesurname-cover letter"**.

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 28 November 2023 (midnight, European time, GMT+1).

## 4. Conditions:



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If the selected candidate doesn't meet minimum requirements, the UfM Secretariat reserves the right to appoint the selected candidate at a lower level than the advertised level of the post

### **Protection of personal data - Privacy notice**

*The UfMS as the body responsible for organizing the selection process will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure.*

*Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.*

*Should any Candidate have any query concerning the processing of his/her personal data, he/she shall address it to the following address: [hr@ufmsecretariat.org](mailto:hr@ufmsecretariat.org)*