



CALL FOR CANDIDATURES:

Press Officer (Maternity Leave Replacement)

Communication & Public Affairs

UfM/ST/2025/09

1. Subject

The UfM Secretariat is seeking to incorporate a **Press Officer** for its headquarters in Barcelona based on a short-term contract for maternity leave replacement . Below is the job description, detailing the responsibilities and required skills and qualifications.

JOB DESCRIPTION			
Job Title:	Press Officer (maternity leave replacement)	Reports to:	Head of Unit
Division / Department:	Communication & Public Affairs	Staff category and conditions:	Contracted Staff (Short-Term Contract covering maternity leave) Post Classification: CS3. 4 Officer/Analyst Gross Salary: 43,860 Euros
SUMMARY			
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.			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none">• Contribute to the definition and implementation of the communication strategy of the UfM• Develop and implement media strategies for the promotion of UfM activities and projects and generate ideas to gain media coverage• 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• Organize press activities and events (logistics and content): press briefings, conferences, trips, visits, etc.• Coordinate the media agency in the design and implementation of media activation campaigns across the region• Ensure maintenance and updating of the media database• Disseminate press releases on a regular basis and follow-up publication• Arrange press interviews for UfM officials• Write content for other communication purposes in liaison with other divisions and departments			



- Coordinate the media monitoring and the production of press clippings and media alerts
- Contribute to procurement procedures for services and contracts for the related area
- Contribute to the conceptualisation and production of communication campaigns and tools

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

ESSENTIAL MINIMUM REQUIREMENTS

- Master's degree in communications, journalism, international relations or other relevant discipline.
- Minimum of 5 years' experience in the field of media relations or journalism.
- 3 years of experience in projects and/or team managerial experience
- 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 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 organisation 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
- 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) as well as online media monitoring softwares (Meltwater, Brandwatch, Cision One, etc.)

LANGUAGES SKILLS REQUIREMENTS:

- Full proficiency in spoken and written level of English as well as in a second official language of the UfM (proficiency in French will be considered an asset) Good command in one other UfM working language (Arabic, French or Spanish) would be a strong asset.



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. "Name Surname-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 **25 August 2025 (midnight, European time, GMT+1)**.

4. Selection Process

Complete applications are evaluated in terms of experience, education and skills. The Selection process for eligible candidates consists of a competency-based interview. Based on the selection process progress, an additional selection step might be added.

5. Conditions

Based on candidates' qualifications and experiences, the UfM Secretariat reserves the right to appoint the selected candidate at a lower grade and/or step than the ones advertised in the above call for candidatures.

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 her/his personal data, she/he shall address it to the following address: hr@ufmsecretariat.org.