

Institut Europeu de la Mediterrània

Instituto Europeo del Mediterráneo

Institut Européen de la Méditerranée

European Institute of the Mediterranean

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IEMED12-24 Online Communications Officer, Labour Contract C1, at the European Institute of the Mediterranean (IEMed)

Job Offer: IEMED12-24 Online Communications Officer, Labour Contract C1, at the European Institute of the Mediterranean (IEMed)

The European Institute of the Mediterranean (IEMed) is seeking to fill the position of Online Communications Officer (Labour C1) as part of the European Union grant NDICI-GEO-NEAR/2024/459-909.

1. Job Description

Workplace: European Institute of the Mediterranean

Department: Euro-Mediterranean Policies

Job Title: Online Communications Officer

Classification: Labour Contract

Category: Administrative

Group/Subgroup: C1

Working Hours: Full-time (37.5 hours/week)

Contract Type: Fixed-term, linked to EU-funded programmes

Gross Annual Salary: According to the 6th Unique Collective Agreement for Labour Personnel

Contract Duration: Until the end of the EU-funded programme, expected to conclude in June 2026, with a maximum duration of three years.

2. Eligibility Requirements

Preferential Consideration: Candidates with a pre-existing permanent employment relationship with the Government of Catalonia or entities within its public sector, in accordance with Article 33 of Law 2/2023 (Generalitat de Catalunya Budget Law).

Candidates who do not meet this criterion may also apply if they fulfil the following requirements:

- **Education:** Bachelor's degree, Specialised Technician Certificate, Level 2 vocational training certificate, or equivalent.
- **Language Proficiency:** Catalan proficiency certificate (Level C1) or equivalent.

3. Job Functions

3.1. Core Objective

Under the direction of the Head of the Euro-Mediterranean Policies Department, the IEMed Management, and the Programme Manager, the Online Communications Officer will ensure the

achievement of project dissemination and outreach results through online tools, as part of the “Support to Reflection and Consultations on the Pact for the Mediterranean” project.

3.2. Main Responsibilities

- Support website’s management and updating.
- Assist in designing social media campaigns and managing accounts (primarily X, YouTube, and Flickr).
- Prepare newsletters and email campaigns.
- Support the communication of project events.
- Assist in the design and development of infographics and audiovisual material, in collaboration with external providers.
- Ensure the dissemination of publications and increasing the project’s visibility and impact.
- Support the preparation and conducting of interviews.
- Collaborate with other communication professionals within the organisation, network, and partner institutions (e.g., EU Neighbours, DG NEAR, StratCom EEAS, UfM).
- Contribute to the preparation of the project’s communication plan.
- Monitoring and reporting on communication campaign results and proposing innovative ideas for improvement.
- Liaising with external service providers and managing related administrative and contractual processes, including payment processing.
- Performing other similar tasks as assigned within the category.

4. Evaluation Criteria

- **Experience:**
 - Website management and social media platforms (e.g., Twitter Ads, WordPress, Canva) and running email campaigns (Mailchimp).
 - Conceptualising audiovisual materials and infographics.
 - Conducting, recording, and editing video interviews.
 - Using and monitoring data analytics tools (e.g., Google Analytics).
 - International or regional project experience is an asset.
- **Languages:**
 - Proficiency in English (especially written).
 - Knowledge of French, Arabic, or Spanish is a plus.
- **Skills:**
 - Proficiency in content management, databases, and Microsoft Office Suite.
 - Personal attributes: proactive attitude, teamwork, planning and organisational skills, networking, and attention to detail.

5. Employment Terms

Contract Type: Fixed-term, linked to EU-funded programmes.

Duration: Until the programme concludes (expected by June 2026), with a maximum of three years.

The contract is subject to sufficient and adequate budgetary provisions to finance the obligations derived from this call.

6. Application Process

Interested candidates who meet the requirements should submit their applications via email to rrhh@iemed.org with the following details:

1. **Subject Line:** Reference code ONLINE COMMUNICATIONS OFFICER 2024 + Full Name.
2. **Body of the Email:** Full name, ID number, contact phone, and academic qualifications.
3. **Attachments:**
4.
 - **Document 1:** a motivation letter (2-5 pages) explaining why the candidate is applying, highlighting their skills, knowledge, and interests.
 - **Document 2:** CV detailing academic background and relevant work experience.

Deadline: Applications must be submitted within 10 calendar days from the publication date of this announcement.

7. Selection Process

- Review of submitted documents to evaluate academic and professional qualifications.
- Shortlisted candidates may be invited for an interview and/or assessment to further evaluate their qualifications, competencies, motivations, and skills.

In the event of a tie, preference will be given to candidates with a pre-existing permanent relationship with the Government of Catalonia or its public sector entities.

Candidates who do not meet the requirements or follow the specified process will not be considered. Due to the high volume of applications, only shortlisted candidates will receive individual responses.

8. Personal Data Protection

All personal data provided will be processed per Spanish data protection laws (Law 3/2018). For more details, contact IEMed's Data Protection Officer at privacy@iemed.org

Basic Information on Personal Data Protection Selection and Recruitment Processes

Identification of the Data Processing: Human Resources Management

Data Controller: European Institute of the Mediterranean (IEMed)

Purpose: To manage the selection and recruitment processes for IEMed staff. The personal CV data provided in the context of this call will be processed by the European Institute of the Mediterranean (IEMed) to manage the submission of your application for the position specified in the call.

Legal Basis: The legal basis for data processing is the consent of the individual. By participating in the selection process and submitting their application, the candidate gives their legitimate consent for their data to be processed for the purposes described in the privacy policy.

Recipients: Your data will not be shared with third parties or other organisations or entities, except as required by law.

Retention Period: Data will be retained while the call is open and, once completed, will be kept in accordance with the timeframes established by applicable regulations.

Rights of Data Subjects: Request access, rectification, or deletion of data, as well as restriction or opposition to processing. You can exercise your rights to access, rectify, delete, oppose, restrict, or exercise the right to data portability by sending a written request, accompanied by a copy of an official identification document, to the IEMed Data Protection Officer:

Data Protection Officer: Anna Roy i Solduga

Email Address: privacy@iemed.org

Postal Address: C/ Girona, 20, 08010 Barcelona

Phone Number: +34 93 244 98 50 (Monday to Friday, 10:00–14:00).

If you disagree with the processing of your data, you also have the right to file a complaint with the Catalan Data Protection Authority via the link <https://apdcat.gencat.cat/ca/inici>

Additional Information: You can find more details on the rights of data subjects and how to exercise them by visiting the link <https://www.iemed.org/iemed/avis-legal/avis-legal>

9. Appeals

Applicants may submit claims to the Social Courts within two months following this announcement or pursue other relevant legal actions.