



The Delegation of the European Union to Mongolia, Ulaanbaatar is looking for:

Press and Information Officer in the Political, Press and Information Section

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Mongolia works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Mongolian government in areas that are part of the EU's remit.

We offer

The post of **Press and Information Officer** (Local Agent Group I) in the Delegation's Political, Press and Information Section. The team consists of 4 people and there are occasional atypical working hours.

Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. The successful candidate **will serve under direct supervision of the Head of Political, Press and Information Section** and in close liaison with the Head of Delegation, Heads of Sections and staff of the Delegation, help raise the communication, visibility and profile of the EU and of the Delegation to Mongolia through press and information activities; deal with press, information and cultural matters and manage the information budget of the Delegation; advise and support the Delegation on all communication matters.

Functions and duties

Information and Communication Strategy

- To prepare the Delegation's overall communication and visibility strategy and specific publicity plans;
- To prepare the annual communication and visibility plan along with the corresponding budget (press and information budget line);
- To monitor the effectiveness, output and impact of the delegation's communication activities;
- Liaising with the other EU Delegations in the region and providing support for regional communications activities.

Communication Actions:

- Initiate, prepare, evaluate and monitor press and media actions;
- Assist the Delegation staff in devising and executing appropriate information, communication and cultural activities in order to build and maintain awareness of the EU in Mongolia;
- Establish and maintain contacts with universities, private and public cultural bodies and opinion forming groups.
- Establishing close working relations with EU Member States, Mongolia's relevant agencies and media that will be instrumental in the effective implementation of the Delegation's visibility strategy;
- Conduct information and cultural activities on the evolution of the EU in general and in particular in connection with Mongolia;
- Organise and / or participate in information and cultural actions in collaboration with Member States;

- Responding to requests from the public, responding to press enquiries, preparing briefing dossiers, organising press coverage for Delegation's activities.

Website and Publications:

- In charge of the Delegation's information and promotion material;
- Daily monitoring of local printed and online press;
- Continuously review the Delegation / Representation website and take all necessary steps to ensure that the content remains informative, accurate and up-to-date;
- Drafting, editing and distribution of publication materials, such as press releases, weekly press review, special publications, presentations, brochures and other information materials; identifying the subjects to be covered in consultation with other members of the staff;
- Management of social media.

Public Affairs / Events:

- Participate in the conception and organisation of the Delegation's activities to promote EU policies in Mongolia in coordination with all sections of the Delegation and EU Member State missions; such as, public lectures by high-level visitors from the EU and cultural events, organisation and preparation of activities for Europe Day (9 May), the Annual European Film Festival and other (annual) events;
- Occasional translation and interpretation;
- Any other tasks as required.

Procurement, contract and budget management:

- Market research and drafting of procurement-related documentation in view of conducting procurement in the area of press and communication activities and undertaking respective contracts/services management in line with internal approval processes;
- Monitor, control and check different documents issued by contractors before, during or after the services are implemented / supplies delivered; inspect invoices and certify that they comply with the orders;
- Perform the necessary liaison work, including correspondence, between the EU Delegation, contractors and other third parties;
- Contract management (drafting of addenda, specific contracts under the framework contracts), contractual correspondence);
- Ensure compliance with the EU Financial Regulation and other legal and regulatory requirements;
- Preparation of budget estimates for the Delegation's annual press and information budget and follow-up, adjustment and verification of the execution of this budget.

Internal Communication:

- Study, monitor and report regularly to Headquarters on the issues under the fields of responsibility, respond to any specific requests in this regard;
- Manage the Press and information thematic mailboxes and liaise with helpdesk services;
- To report regularly (including quarterly and annual reports) to Headquarters on the Delegation's communication activities;
- Assist in the organisation of visits from various European Institutions and agencies;
- Drafting speeches and briefings;
- Any other tasks as required.

Job requirements

Minimum requirements / eligibility criteria (necessary for the application to be considered)

1. Right to residence and work in Mongolia;
2. Good standing as citizen/resident;

3. Medical fitness to carry out the tasks assigned;
4. Completed University degree in international relations, journalism, communication or other relevant field;
5. 5 years of full time working experience in external communication, press and information, public diplomacy, media or journalistic field;
6. Good knowledge of the Mongolian media environment;
7. Proven experience in using social media in a professional context;
8. Proven experience in organisation of events;
9. Excellent command of spoken and written English and Mongolian (written and spoken C2);
10. Excellent drafting skills.

Assets / selection criteria (basis for awarding points to select the best applicant)

- MA degree in international relations, communication, journalism or similar field, would be considered an asset;
- Ability to conceptualize problems, identify and implement solutions;
- Ability to convey processes and information clearly to others, respond to questions and requests with precision, and adapt communication style as needed;
- Ability to work in a proactive and autonomous way;
- Ability to manage multiple priorities and deliver results in a fast-paced environment;
- Sociability, networking and diplomatic skills;
- Experience in working with international organisations;
- Fluency in any other EU languages;
- Experience of negotiating in a multicultural and multilingual environment;
- Excellent knowledge and practical experience of project management;
- Experience in formulating and implementing a communication strategy;
- Excellent knowledge of the European Union and EU's relations with the wider region;
- Excellent presentation skills.

The base salary will depend on relevant and verified employment experience, typically starting from 2365 EUR per month (gross). There is a competitive benefits package, subject to certain conditions, including personal leave days, health insurances and a retirement savings plan.

The expected start date will be December 2025.

How to apply

Please submit your **application, consisting of a cover letter and Europass format CV** <https://europass.cedefop.europa.eu/> to eeasjobs-049@eeas.europa.eu (Subject line: Press and Information Officer / Name & surname) no later than 10/11/2025, 13:00 h (Ulaanbaatar time). **Only complete applications received on time** via eeasjobs-049@eeas.europa.eu will be considered.

The successful candidate will be subject to a medical and background checks.

The process

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based assessment of the information provided in the cover letter, CV, practical testing and interviews. At least 2 best candidates will be invited to the final selection stage.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will use the same means of publication as for this job advertisement to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to eeasjobs-049@eeas.europa.eu

EQUAL OPPORTUNITIES:

The European Union is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EU is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.