

## Job Description for Group 1. Press and Information Officer

### Employer

<b>EU Delegation</b>	<i>Delegation of the European Union to the Philippines</i>
<b>Location</b>	<i>30/F Tower 2 RCBC Plaza, 6819 Ayala Avenue, Makati City</i>

### Job description

<b>Group</b>	<i>Local Agent Group 1</i>
<b>e-Del-HRM and Sysper2 references</b>	<i>e-Del-HRM ID No.51154; Sysper Job ID No. 170013</i>
<b>Section in the organisation chart</b>	<i>Political, Press &amp; Information section</i>
<b>Next hierarchical superior (who to report to)</b>	<i>Head of Political, Press &amp; Information</i>
<b>Working hours</b>	<i>Full time</i>
<b>Working environment/conditions</b>	<i>Multicultural environment</i>
<b>Job objective</b>	<ul style="list-style-type: none"> <li>• To help raise the visibility and profile of the EU and the Delegation in the country through public diplomacy, strategic communications, press and information activities and social media.</li> <li>• To deal with press, information, social media, and education and cultural matters and manage the Press and Information budget of the Delegation.</li> </ul>
<b>Main Tasks</b>	<ul style="list-style-type: none"> <li>• To recommend, design and coordinate implementation of actions that create more awareness of the EU, its activities and its relations with the Philippines.</li> <li>• To plan, implement and report on the financial and budgetary aspects of all press, information and cultural activities.</li> <li>• To manage and use social media platforms, and digital tools to ensure effective communication, maintain a strong online presence, and support activities within a fast-paced press and media environment.</li> <li>• To control, oversee, and execute press, information and PR/visibility actions:             <ul style="list-style-type: none"> <li>- Creates awareness of the EU and enhances visibility                 <ul style="list-style-type: none"> <li>▪ Editorial and coordinating responsibility for all publications produced by the Delegation (e.g. annual report, newsletter, brochures, information packs, website content and press releases).</li> <li>▪ Keep the currency and relevance of existing publications under review, and ensures information is up to date.</li> <li>▪ Lead in media planning and management including liaising with the media, social media influencers, podcasters, etc.</li> <li>▪ Organization of press conferences and other press events.</li> <li>▪ Liaise with the European Commission on Higher Education, academic institutions and students.</li> <li>▪ Preparation of and participation in communication and cultural meetings with EU Member States.</li> <li>▪ Organization and visibility of cultural events.</li> <li>▪ Act as liaison officer and coordinate between Philippine participants and Headquarters for the European Union Visitors' Programme.</li> <li>▪ Contribute to reports and information notes of a general nature.</li> <li>▪ Write speeches of a PR/cultural nature.</li> <li>▪ Contributes to programming and planning of HoD field visits, from perspective of EU visibility, and liaison with academic institutions.</li> </ul> </li> <li>- Manage Press and Information Budget                 <ul style="list-style-type: none"> <li>▪ Planning, management and reporting of commitments and expenditure under the Press and Information Budget.</li> <li>▪ Review proposals and quotations and participate in the selection of companies in tender and contracting procedures related to the organization of public diplomacy, press and information, and cultural events, and to the publication or production of information and promotional materials.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Supervises the implementation of contracts under the Press and Information budget to ensure sound financial management and quality control.</li> <li>• Such other duties as may from time to time be required in view of the efficient functioning of the Political, Press and Information Section/Delegation</li> </ul>
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills.</li> <li>• Ability to carry out tasks and draft flawless, concise and clear documents, even when working under pressure, and to respond quickly to new demands.</li> <li>• Willingness and ability to take other responsibilities when necessary.</li> <li>• Commitment to assure quality, speed and accuracy in performing duties.</li> <li>• High degree of confidentiality and responsibility when dealing with EU-related information.</li> </ul>
<b>Specific physical requirements (if any)</b>	N/A

### Job specifications

	<b>Compulsory minimum requirements</b>	<b>Assets</b>
<b>Qualifications</b>	University degree in relevant field, e.g. Journalism, Communication	Post-graduate studies in international relations and/or European Affairs
<b>Professional experience</b>	Minimum 10 years of work experience in a similar position.	<ul style="list-style-type: none"> <li>• Good knowledge of local media and key personalities in the Philippine media.</li> <li>• Previous experience in a diplomatic or international mission.</li> <li>• Strong IT knowledge with hands-on experience in digital tools, social media platforms, and working within a dynamic press and media environment, ensuring effective online presence, content management and communication strategy execution.</li> <li>• Knowledge of the EU institutions and policies.</li> </ul>
<b>Knowledge of languages</b>	<ul style="list-style-type: none"> <li>• English level C2 (written and oral)</li> <li>• Fluent in Tagalog</li> </ul>	Working knowledge of the French language
<b>Knowledge of IT tools</b>	Computer literate (knowledge of Word, Excel, PowerPoint, Canva, photo-editing tools, etc.).	Knowledge of social media platforms