



The Embassy of Sweden in Manila is looking for a Communications Officer (CO)

The Position

- the CO directly reports to the Ambassador;
- plans, coordinates, and executes Sweden promotion and public diplomacy activities, including cultural activities, often in cooperation with other Swedish or Philippine external partners;
- responsible for matters concerning press, information, education and culture;
- maintains and executes the communications strategy of the embassy;
- writes the official embassy press releases and speeches of the Ambassador for public diplomacy activities;
- responsible for the use of the Sweden promotion budget and applications for extra funds - if needed – under the supervision of the Ambassador;
- creates and maintains qualified networks with local journalists and media, Swedish and local companies as well as be in contact with relevant Swedish and Philippine authorities and other state or private actors;
- Plans and arranges general delegation visits and missions, including official Swedish visits in cooperation with the Senior Trade Promotions Officer and the Social Secretary/cashier;
- maintains the contents on the Embassy's homepage (in cooperation with the Consular Officer) and on social media under the supervision of the Ambassador;
- handles coordination and communication with the alumni network;
- monitors political developments and news in media in the Philippines; and
- Other duties as the may be assigned by the Ambassador or the Deputy Head of Mission.

The Ideal Candidate should possess

- Bachelor's degree in International Relations, Journalism, Media Relations or related field;
- Minimum 5 years of relevant experience working at an international workplace setting;
- Relevant media/press network and experience in media relations;
- Relevant experience in public diplomacy and events management;
- Relevant experience in providing communication packages to promote the activities of international mission;

- Excellent English communication skills (verbal and written);
- Proficiency in the usage of computers and office software packages (MS Word, Excel, etc.). Skills in utilizing media-editing software are a plus (Adobe Photoshop, Adobe Premier Pro);
- Experience in handling of web-based management systems.
- Knowledge of any Scandinavian language would be an advantage but not a requirement.
- should possess an ability to work independently and to take the initiative as well as being able to work well with others;

Procedure and Contact

Interested in this position? Please send your comprehensive CV and application letter to rebecca.ofalsa@multimind.com. **Only applications** sent to this email shall be considered.

Equal Opportunity Employer

The Embassy of Sweden is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or any other characteristics protected by law.

Conditions of employment

Employment offers are subject to successful clearance of pre-employment checks. Staff recruited locally by the Sweden Embassy Manila is subject to Terms and Conditions of Service according to local Philippine employment law. No accommodation or relocation expenses are payable in connection with this position. You must have work authorization for the Philippines in order to apply. Candidates are expected to have a valid NBI Clearance.

Timetable

All applications must be received **before 25 August 2019 Manila standard time**.

Only shortlisted candidates will be contacted.