

Press and Information Officer

🕒 01.08.2025

🕒 Expiring soon

The European Union Delegation to Sri Lanka and the Maldives, Colombo is looking for a Press and Information Officer in the Political, Press and Information Section.

The deadline for submitting applications is 23:59 27/08/2025.

Download the [full job description](#)

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 organizations. 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 Sri Lanka and the Maldives, Colombo 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 Sri Lankan and Maldivian governments in areas that are part of the EU's remit.

We offer

The post of Press and Information Officer (Local Agent Group 1) in the Delegation's Political, Press and Information Section. The team consists of minimum 5 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 the supervision and responsibility** of the Head of the Political, Press and Information Section, providing support, expertise and assistance in Press and Information. The initial contract will be a fixed term contract of 2 years.

Following main tasks and duties are currently required:

- Reviewing and implementing of a communication strategy for the Delegation and carry out information activities in Sri Lanka and the Maldives in line with the EU external communication policy.
- Coordinate closely within the EU Delegation communication, maintain regular contact with EEAS Strategic Communication division and with INTPA communication unit.
- Establish close working relations with EU Member States, relevant agencies and media that will be instrumental in the effective implementation of the Delegation's visibility strategy, including the organisation of cultural activities.
- Be in charge of the Delegation's information and promotional material, including drafting and distributing press releases, special publications, brochures and other materials, and editing all publications of the Delegation.
- Website management and use of social media (e.g. Facebook, Instagram, X) in cooperation with the Press and Information Assistant.
- Together with the Head of Section oversee the Press and Information budget.
- Respond to requests from the public and press enquiries, prepare briefing dossiers, organise press coverage for the Delegation's activities.
- Write speeches and prepare presentations.
- Ensure daily monitoring of local press, both hard copy and on internet, and produce press reviews.
- Promote visibility of the EU's diplomacy as well as development and trade policies in cooperation with relevant sections.
- Liaise with the other EU Delegations in the region and provide support for regional communications activities.
- Undertake other assignments that may be requested in view of the efficient functioning of the Delegation.

The base salary will depend on relevant and verified employment experience, typically starting from EUR1660 (paid in LKR). There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected start date will be 01 October 2025.

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

- Minimum of a Bachelor degree in International Relations, Political Science, Communication or other relevant field;
- Minimum of 3 years of working experience in the field of press and information, media or journalism;
- Working knowledge (C1) of English and (B2) in Sinhala and/or Tamil^[1]
- Enjoys civil rights and permits for employment in Sri Lanka (declaration on honour)
- Medical fitness to carry out the tasks assigned (declaration on honour, *medical screening only for the final selected candidate*)
- Police Clearance certificate (*to be provided only by the final selected candidate*)

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

- Knowledge of computer skills (Word, Excel, PowerPoint, Outlook, Zoom, etc.);
- Knowledge of social media (Facebook, Instagram, X, etc.);
- Level of language skills (written, oral) in required languages;
- Work history (or network of connections or similar) in the area of relations with external stakeholders, events and public relations.
- knowledge of the European Union and EU-South Asian relations
- Knowledge of the Sri Lanka media environment
- Knowledge of the Maldivian media environment

How to apply

Please submit your **application, consisting of a motivation letter, CV in Europass format ^[2] and details (including e-mail address) of current/former employers** via the email to delegation-sri-lanka-recruitments@eeas.europa.eu no later than 23:59 27/08/2025. Only complete applications received on time via the email to delegation-sri-lanka-recruitments@eeas.europa.eu will be considered.

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

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. The 3 best candidates will be invited to the final test or presentation.

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 the Delegation's Administration via email to delegation-sri-lanka-recruitments@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.

[1] <https://europass.europa.eu/en/common-european-framework-reference-language-skills> 

[2] <https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en&previous=https://europa.eu/europass/en> 