



JOB DESCRIPTION
R-202502 Communication Manager

Department: Communication

Place of employment: Madrid, Spain

Type of Contract: Full-time. Permanent (6 months probation)

Deadline for applications: March 7, 2025

IOSCO

IOSCO is the international body that brings together the world's securities regulators and is recognized as **the global standard setter for financial markets regulation**. We develop, implement and promote adherence to internationally recognized standards for financial markets regulation and work closely with other international organizations on the global regulatory reform agenda.

Our [Objectives and Principles of Securities Regulation](#) are endorsed by both the G20 and the FSB and serve as the overarching core principles that guide us in the development and implementation of internationally recognized and consistent standards of regulation, oversight and enforcement. They also form the basis for the evaluation of the securities sector for the Financial Sector Assessment Programs (FSAPs) of the International Monetary Fund (IMF) and the World Bank.

Job Description

We are seeking an experienced **Communications Manager** who will lead efforts to enhance IOSCO's external communications by drafting and distributing press releases, publishing reports, managing social media content, and promoting IOSCO's work through media outlets. This includes developing a communication strategy, coordinating with media representatives to secure press release coverage, arranging interviews with IOSCO representatives, and providing background briefings to media personnel.

Key responsibilities

1. Content Creation and Dissemination

- Draft and distribute press releases to promote organizational activities, IOSCO public reports and achievements.
- Oversee and coordinate the preparation and publication of IOSCO's Annual report.
- Oversee the creation and management of social media posts to engage stakeholders and expand IOSCO's reach.
- Coordinate the production of the IOSCO periodic bulletin for members, ensuring timely and high-quality content delivery.

2. Media Relations and Publicity

- Establish and maintain relationships with news outlets to enhance understanding and media coverage of IOSCO's work.
- Arrange interviews between media and IOSCO representatives, as well as press conferences including preparing key personnel with talking points or background briefings.
- Actively promote press releases and key organizational messages to secure media coverage and increase visibility.

3. Projects and Campaigns

- Lead communication efforts for key initiatives such as the annual World Investor Week, and IOSCO's Retail Roadmap, ensuring seamless coordination and impactful outreach.
- Support dissemination efforts for activities stemming from IOSCO's activities

4. Team and Process Management

- Supervise up to one staff member to deliver on communication objectives effectively.
- Collaborate with IT and other departments to develop and refine process flows for content dissemination and communication activities.

5. Management of Brand & Digital assets

- Management of IOSCO's new brand identity to ensure all external facing communications are brand compliant.
- Overall supervision of digital content (including video assets) created in IOSCO's name.
- Occasional liaison with brand agencies, as required (e.g. for the production of IOSCO's Annual Report)
- Oversight of IOSCO's website; maintaining a forward planner for carousel features and working closely with IT to develop landing pages as needed.
- Liaison with key stakeholders to ensure accuracy of content.
- Delivery of performance analytics as needed.

6. Strategic Communication

- Develop and oversee a communications strategy for IOSCO, to enhance and increase awareness of IOSCO's activities by key stakeholders, worldwide
- Ensure all communication efforts are aligned with IOSCO's mission and strategic priorities.
- Develop and execute crisis communication strategies to address challenges or controversies effectively to advise top management and mitigate reputational risks.

Required Qualifications:

- Bachelor's degree in Communications, Journalism, or a related field.
- Good understanding of financial markets and basic understanding of capital markets regulation;
- A minimum of seven years of progressively responsible experience in media relations or communications.
- Strong writing, editing, and content creation skills in English.
- Familiarity with digital communication platforms and analytics tools.

- Excellent stakeholder management skills, essential for effective collaboration with Secretariat members and the Board Chair.
- Outstanding organizational, time-management and planning abilities

Preferred Attributes:

- Familiarity with IOSCO work
- Experience working in international or cross-cultural organizations.
- A proactive, solution-oriented attitude with the ability to manage multiple tasks effectively.
- Solid understanding of project management principles

What We Offer:

- The opportunity to play a key role in shaping how the organization is perceived by its stakeholders, ensuring its message is impactful and far-reaching
- Work with a global organization that makes a meaningful impact on financial markets, securities regulation and investor protection.
- A supportive, inclusive, and multicultural workplace environment.
- Competitive salary and benefits package. The salary is to be negotiated based on the profile and seniority of the candidate. The estimated range is 80.000-100.000 €/year plus a private pension contribution of 10% of the salary. Salaries are exempted from Spanish income tax for those employees that are neither Spanish nor resident in Spain at the time of being hired by IOSCO.

Application process

Applicants must apply via email, by sending the following two documents to hrteam@iosco.org

- Applicant's CV,
- Applicant's motivation letter.

Indicating in the subject line: IOSCO_R-202502_Communication Manager

The positions will be filled on a competitive basis.

IOSCO accepts all eligible candidates without discrimination on any grounds, such as sex, gender, race, colour, ethnic or social origin, religion or belief, membership of a national minority, disability, age or sexual orientation.

If you have any questions, including the application deadline, financial and administrative considerations and/or required documentation, please do not hesitate to reach out to the Secretariat's HR Team at hrteam@iosco.org