

**SELECTION OF A TEMPORARY STAFF MEMBER FOR THE DIRECTORATE-GENERAL  
FOR COMMUNICATION (DG COMM)**

The European Commission is organising an external selection procedure to fill the post of Adviser on Corporate Communication Campaigns in the Directorate-General for Communication (DG COMM) attached to Directorate B Strategy and Corporate Communication. The position is based in Brussels, Belgium.

**1. NATURE OF DUTIES**

The responsibilities of the Adviser on corporate communication campaigns include:

- Advising the Director in charge of corporate communication and strategy on the strategy for corporate campaigns, including the concept, design and delivery of corporate campaigns, media planning and buying as well as the monitoring and evaluation of the campaigns.
- Advising the Director on a coherent approach between political communication and corporate communication campaigns.
- Advising the Director and staff in the Directorate on financial and contractual issues and collaboration with contractors.
- Advising the Director in the implementation of corporate communication actions and the information of citizens.
- Representing the Directorate in internal and external meetings.

**2. TYPE AND DURATION OF CONTRACT**

The successful candidate may be offered a temporary contract under point (a) of Article 2 of the Conditions of Employment of Other Servants (CEOS)<sup>1</sup> of the European Union in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents<sup>2</sup>. The maximum duration of the initial contract will be four years, with the possibility of renewal for a maximum of two years.

The maximum duration of the contract will also take account of the relevant provisions in the Commission Decision of 16 December 2013 amending Commission Decision of 28 April 2004 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period)<sup>3</sup>.

**PLACE OF EMPLOYMENT** Brussels, BELGIUM

**LEVEL** AD13

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<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20220101&qid=1658175487592>

<sup>2</sup> [https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2013\)9049&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2013)9049&lang=en)

<sup>3</sup> [https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2013\)9028&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2013)9028&lang=en)

### 3. ADMISSION CONDITIONS

#### 3.1 Eligibility criteria

Candidates will only be considered for the selection phase on the basis of the following formal requirements to be fulfilled **by the deadline for applications**:

- Nationality: candidates must be a citizen of one of the Member States of the European Union.
- University degree or diploma: candidates must have:
  - either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more;
  - or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years (this one year's professional experience cannot be included in the postgraduate professional experience required below).
- Professional experience: candidates must have at least 15 years postgraduate professional experience <sup>4</sup> at a level to which the qualifications referred to above give admission.
- Languages: candidates must have a thorough knowledge of one of the official languages of the European Union<sup>5</sup> and a satisfactory knowledge of another of these official languages. Selection panels will verify during the interview(s) whether candidates comply with the requirement of a satisfactory knowledge of another official EU language. This may include (part of) the interview being conducted in this other language.
- Age limit: candidates must not have reached regular retirement age, which for officials of the European Union is defined as being the end of the month in which the person reaches the age of 66 years (see Article 52 lit (a) of the Staff Regulations <sup>6</sup>).

#### 3.2 Selection criteria

The successful candidate should have:

##### **Specialist skills and experience**

- Experience in political communication actions in relation to citizens awareness and information, preferably including experience in communication agencies, publishing houses, national authorities or international organisations
- Good capacity to work across administrative boundaries
- Excellent knowledge of communication tools including digital tools, communication at regional, national and international level
- Good knowledge of political communication priorities and practices; experience in political communication campaigns would be an advantage
- Project management experience

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<sup>4</sup> Professional experience is only taken into consideration if it represents an actual work relationship defined as real, genuine work, on a paid basis and as employee (any type of contract) or provider of a service. Professional activities pursued part-time shall be calculated pro rata, on the basis of the certified percentage of full-time hours worked. Maternity leave / parental leave / leave for adoption is taken into consideration if it is in the framework of a work contract. PhDs are assimilated to professional experience, even when unpaid, but for a duration of three years maximum, provided that the PhD has been successfully completed. A given period may be counted only once.

<sup>5</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01958R0001-20130701>

<sup>6</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140701>

### **Advisory skills**

- Capacity to provide advice based on an extensive knowledge of corporate campaigns
- Ability to assess performance against objectives and provide appropriate feedback
- Capacity to provide high quality support and advice

### **Personal qualities**

- Excellent oral and written communication skills in order to communicate efficiently and fluently with internal and external stakeholders
- Creativity and ability to develop new concepts and ideas
- Skills to identify problems and solve them efficiently in order to meet deadlines and to deliver high quality results
- Ability to take initiative
- Flexibility to adapt to new situations

## **4. SELECTION AND APPOINTMENT**

There will be three separate, successive stages of the procedure:

### **4.1. Pre-selection**

#### **4.1.1 Pre-selection based on qualifications**

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents, will carry out a pre-selection based on the qualifications and professional experience. To this effect, candidates are required to provide three documents:

- a) a completed application form;
- b) a CV; and
- c) a motivation letter.

In order to enable the pre-selection panel to decide on the admission of the applications, candidates are requested to clearly indicate in these documents:

- a) For the studies: the start and end date, the normal length of the complete cycle and the exact title of the diploma obtained;
- b) For the professional experiences: the start and end of each experience and exact nature of the functions.

If one of the three documents mentioned above are missing or if the documents are not received by the deadline stipulated, the application will be deemed null and void.

As this pre-selection stage is eliminatory, only pre-selected candidates will be invited for the selection stage (see section 4.2 below).

Supporting documents mentioned in section 4.1.2 below are NOT required at this stage. They will be requested at a later stage of the selection procedure (see section 4.1.2).

#### **4.1.2 Supporting documents**

Before the interview described in section 4.2 below, the pre-selected candidates must provide the official supporting documents confirming the information stated in their application form, CV and motivation letter. If these documents are not provided by the deadline stated in the invitation letter to the interview, the application will be declared null and void.

The requested official supporting documents to be sent only by the candidates invited to an interview will be:

- Copy of a document proving citizenship (identity card or passport);
- Copy of the diploma(s) or certificate(s) of the required level of education;
- Employment certificates proving the length of professional experience.

These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated in the pre-selection letter and the invitation for the interview, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least ten working days before the deadline expires, via the functional mailbox at the following address:

[HR-2022-COMM-ADVISER@ec.europa.eu](mailto:HR-2022-COMM-ADVISER@ec.europa.eu)

The aim is to enable candidates to produce a complete and acceptable dossier by the deadline.

The successful candidate will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

#### **4.2. Selection**

Candidates who have successfully completed the admission stage will be invited for an interview in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience and knowledge of languages, as set out in this notice.

The list of successful candidates will be valid for a maximum of two years. The validity of the list may be extended.

## 5. APPLICATIONS

The application form accompanied by a CV and a motivation letter outlining how the candidate fulfils the criteria listed under 3.2.2 experience, must be sent to the following address:

[HR-2022-COMM-ADVISER@ec.europa.eu](mailto:HR-2022-COMM-ADVISER@ec.europa.eu)

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format. The Commission reserves the right to automatically remove all messages of more than 2 MB.

The data included in the application form will not be changed after the closing date of the submission of applications. The right of rectification cannot be exercised after the closing date for submission of applications.

Candidates should use the same functional mailbox for all correspondence with the selection committee including requests for information. It is the candidate's responsibility to inform the secretary of the selection committee of any change of his/her e-mail address during the selection procedure.

The closing date for the submission of applications is **28.11.2022 at 12:00 (midday, Brussels time)**.

## 6. ADDITIONAL INFORMATION

This selection notice is published in the 24 official languages of the European Union on the websites of the Directorate-General for Communication (DG COMM) and European Personnel Selection Office (EPSO).

### **Communication with candidates**

Any direct communication between candidates and the Commission services will be exclusively by e-mail. Therefore, to enable Commission services to contact candidates, each candidate is required to indicate a valid e-mail address which can be used throughout the entire selection process.

Candidates are reminded that the work of the selection panels is confidential. It is forbidden for candidates to make direct or indirect contact with their individual members or for anybody to do so on their behalf. Any query must be addressed to the secretariat of the respective panel.

### **Equal opportunities**

In accordance with Article 1d of the Staff Regulations, the European Commission pursues a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. The Commission would particularly welcome applications from women.

## **Protection of personal data**

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council <sup>7</sup>. This applies in particular to the confidentiality and security of such data.

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<sup>7</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).