



EUROPEAN COMMISSION

Publications Office of the European Union

Information and communication assistant

Important Information:

Potential applicants must be registered in one of the relevant calls for expression of interest for Contract Agents (CAST Permanent) corresponding to the Function Group of the position.

For more information, please consult the website of the [EPSO \(European Personnel Selection Office\)](#).

Pre-selected applicants who have not passed the relevant EPSO selection procedure (CAST Permanent) would be invited to do so.

Vacancy: Contract Agent (3b) Function Group III

Where: Publications Office of the European Union, Luxembourg

Job number: 230071

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We are

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Unit description

Directorate C *Access to and reuse of public information* is responsible for the management of services in the area of access to EU public information and their reuse.

The *EUR-Lex and legal information* Unit provides online access to European Union law and related information. It manages the EUR-Lex website, which includes EU acts published in the Official Journal, legislative procedures and case-law. The unit is in charge of producing additional information provided in EUR-Lex such as legal analysis of documents, consolidated texts (integration in a single document of its successive amendments and corrigenda) and summaries of EU legislation (concise texts summarising the main aspects of legal acts or the EU). The *editorial content* sector, which is part of the EUR-Lex and legal information unit, deals with all aspects linked to the use of the EUR-Lex website. This goes from drafting and publishing web content, to collecting and following up users' feedback, to improving user experience on EUR-Lex

There is currently an open contract agent vacancy in the Unit's 'Editorial Content Sector, C2.001.

The place of employment will be in Luxembourg.

We propose

We propose an interesting post in the EUR-Lex editorial content team.

His or her tasks will include:

- Actively participating in the evolution of the websites managed by the team (EUR-Lex, N-Lex and EU Law in Force), with a user-centric approach, in close cooperation with the other sectors in the unit and external service providers.
- Analyzing the performance of the website in terms of usability (and, if within the knowledge of the recruited, accessibility and search engine optimization).
- Analyzing user data and identify users' needs.
- Designing new screens/mock-ups to propose new developments or improvements of the website.
- Writing for the web.
- Contributing to feed the Twitter account of EUR-Lex and other social media activities.
- Contributing to the design of information and promotional materials

The task may include publishing web pages and producing audiovisuals.

We look for

We are looking for a motivated, well-organised, client-oriented team player with good communication skills, who is interested in dissemination of information through the web. The candidate should ideally

have knowledge and experience in the area of UX/UI (user experience), web editing, and a curiosity for legal information.

Good knowledge of English or French (written and spoken) and satisfactory knowledge of a second EU official languages is required.

Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

General conditions:

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria at the time of the application deadline:

- Be a national of a Member State of the European Union (EU) and enjoy his or her full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties;
- Languages: Have a thorough knowledge of English and a satisfactory knowledge of a second EU language to the extent necessary for the performance of his/her duties;
- Qualifications: Completed university studies of at least three years attested by a diploma.

Specific conditions - Languages

The main working language of the Unit is English. Knowledge of French would be an advantage.

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
<i>French</i>	<i>B2</i>	<i>B2</i>	<i>B2</i>	<i>B2</i>	<i>B2</i>

For details on language levels, please see the [Common European Framework of Reference for Languages](#)

Specific conditions - qualifications & professional experience

- A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in the field of digital communication, graphical designer, or other relevant field;
- At least one year of professional experience in the field of digital communication or other relevant field.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to

provide the documents that corroborate your eligibility and the information in your application form (diplomas, certificates and other supporting documents).

How to apply

The interested candidates should send their CV and motivation letter respecting the deadline of the vacancy to the following email address HR-LUX-CONTRACT-AGENTS@ec.europa.eu. Please mention in the subject of your application the title of the job: **“Information and Communication Assistant”**.

Your application will only be considered if you have registered yourself in one of the relevant calls for expression of interest for Contract Agents (CAST Permanent) corresponding to the Function Group of the position, as mentioned above under “Important information”.

Due to the large volume of applications received, only candidates selected for the interview will be notified.

Selection procedure

No applications will be accepted after the closing date of the vacancy.

Candidates selected for interviews will have to succeed in [an EPSO CAST exam](#) relevant to the function group.

The request to sit the [EPSO CAST exam](#) does not commit in any way the European Commission to invite candidates for a selection panel or offer a Contract Agent position, should they succeed in the test.

During the recruitment process, candidates will be requested to supply documentary evidence, in original, in support of the statements made in the application.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only.

For more information on the Contract Agent positions please consult the following [EPSO page](#).

Should a position be offered, candidates are required to undergo a mandatory medical analysis and physical check-up with our selected medical service.

The working conditions of contract staff are governed by the Staff Regulations of Officials and the Conditions of Employment of Other Servants, as described in chapter IV, p. 215 of the following document: [EUR-Lex - 01962R0031-20190101 - EN - EUR-Lex \(europa.eu\)](#);

Contract agents carry out tasks under the supervision of officials or temporary staff members. Further details concerning the nature of tasks and type of duties can be found [here](#).

Equal opportunities

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Data Protection

Candidates who applied for a vacant post but were not selected, will have their CVs stored in the HR database for a period of 12 (twelve) months in case other vacancy opportunities open in the future. This processing falls under the Selection procedure for contract agents of DG HR and is covered by DP record DPR-EC-02054.

For information related to Data Protection, please see the Specific Privacy Statement in the Annex.

ANNEX - DATA PROTECTION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Selection procedure for contract agents

Data Controller: Directorate HR.DDG.E.3, HR for Luxembourg

Record reference: DPR-EC-02054

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the



responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This statement concerns data processed within the selection for contract agents. The Head of Unit of HR.DDG.E.3 in DG HR is the controller of the processing. The entity processing your data is the line manager (and his hierarchy) in the DG and the HR Correspondent (HR C) where the position is available, the HR.DDG.E.3., and the selection panel members.

2. Why and how do we process your data?

The purpose of the processing is to organise and manage the selection process for contract agents at the European Commission to ensure that the most suitable candidate is selected and recruited for the available position.

Whenever a contract agent position is available at the Commission it can be filled by:

- mobility of an internal candidate (a contract agent at the Commission) or,
- by a new recruitment.

The data collected in the selection process is used to assess whether the candidate fulfils the criteria of the post. It is also used to assess the suitability of the candidate for the post. Certain data (concerning professional experience and training) is used for a comparative analysis between the candidates.

Data of the selected candidate (first name, surname, Per-ID, function group, diplomas, professional experience, CV) is recorded in the relevant eSire module (AC recruitment request) for the purposes of processing the recruitment. Some of the administrative data of the selected candidate is then also used in the career module of sysper. These data processing are covered by DP record DPR-EC-02057 for recruitment

3. On what legal grounds are we processing your personal data?

This processing of your data is lawful in terms of the provisions of Art. 5(a) of Regulation (EU) 2018/1725, i.e.: *'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body'*.

This processing enables the Commission to implement the provisions of Articles 1, 3a, 3b and 82 of the CEOS, namely to engage contract staff, that is staff not assigned to a post included in the list of posts appended to the section of the budget relating to the institution concerned and engaged for the performance of full-time or part-time duties.

Legal basis

- Article 1, 3a, 3b and 82 of the Conditions of Employment of other Agents of the Union.
- Commission Decision C(2017) 6760 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.

4. Which personal data do we collect and further process?

In order to carry out this processing operation the Data Controller, i.e. the Directorate-General for Human Resources and Security, HR.DDG.E.3, "HR For Luxembourg" collects and processes the following categories of personal data:

- Personal data allowing identification of the candidates: first name(s), family name(s) currently used, family name(s) at birth, nationality or nationalities if relevant, place of birth, date of birth, address and contact details, civil status, data concerning training and professional experience, knowledge of languages, motivational letter, CV, number and validity date of identification document, copy of identification document, for purposes of assistance throughout the selection procedure and with recruitment, email address, diplomas, work experience related document, Conflict of Interest form, Criminal records, if applicable personnel ID, Function Group, type of post of the person, budgetary coverage of former post, competition application number and medical examination results. Normally, no data under Article 10 of the Regulation is processed. However, if applicants report health data related to special needs (e.g.: as regards physical access to buildings and physical mobility), this information would also be processed for the purposes of organising logistics for the interviews of the selection panel.

5. How long do we keep your data?

Data in electronic format in the Outlook inbox of HR.DDG.E.3. and concerned HR C and DG and on the protected shared drive of the HR C/ HR.DDG.HR.E.3 and/or unit concerned, are stored for 2 years after the closure¹ of the selection process or, in case of appeals or judicial proceedings, 5 years after the final administrative or judicial decision was rendered, in line with the 'Common Commission-Level Retention List for European Commission Files - second revision', SEC(2019)900, file Ares(2019)2627677 dated 15/04/2019.

The results of the selection panel of selected candidates eligible to be recruited under Article 3a of the CEOS (application documents, CV and supporting documents, as well as the evaluation grids of all selected candidates together with the selection report) are kept for a maximum of 10 years (max. 5 years initial contract + max. 5 years extension in accordance with article 85 of the CEOS). These data are kept until a permanent contract is obtained if they are necessary for the establishment of such a contract pursuant to Commission Decision C(2017) 6760 of 16.10. 2017 on general implementing provisions for Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff engaged by the Commission under Articles 3a and 3 b of the said scheme.

The electronic and paper versions of the applications received by the panel members and the notes taken during the interviews will be destroyed by them after the results of the selection panel.

If you gave consent, part of the data may be used within the scope of the headhunting policy. Please see record DPR-EC-00968 concerning headhunting.

For your applications for vacancies recorded in Sysper, the retention period applicable for Sysper database applies. Please see DP record on Sysper DPR-EC-01230.

6. How do we protect and safeguard your data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out

¹ A selection procedure is closed in one of the following ways: (i) a person was selected and the follow-up procedure (effective recruitment or mobility) was finalised; (ii) or a decision was taken not to select anyone and either republish the post or take other measures.

pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#))

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your data and to whom is it disclosed?

Access to your data is provided to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

In the Sysper Vacancy module, your online application for a vacancy will be accessible to: hierarchical superior in charge of the entity where the vacancy was published (Head of Unit, Director, Director General), Resource Director, HR C of the DG concerned by the vacancy, HR.DDG.B.3.– the corporate HR (business owner of the Sysper vacancy module / online selection module for non-management staff) and HR.DDG.E.3.

In addition, selection panel members will be given access to your application in electronic and/or paper format.

In the Sysper Recruitment module, your recruitment file will be accessible to: unit HR.DDG.B.3 in charge of recruitment at corporate HR level and HR.DDG.E.3.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725.

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controllers, DG HR.DDG.B.3 (HR-MAIL-B3-PERSONALDATA@ec.europa.eu).

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>

This specific processing has been notified to the DPO with the following reference [DPR-EC-02054](#).