



EUROPEAN COMMISSION

Selection of temporary staff for the Publications Office of the European Union

Selection reference: OP/TA/COM/2023/213

Function Group: Assistant

Grade: AST

Job title: Graphic Designer

Job N°: 415671

Where: Unit OP.B.2.001 – “Graphic Design and Prepress”, Luxembourg

Publication deadline: 24/03/2023

We are

The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies and agencies. It is the central point of access to legal and general publications, open data, research results, procurement notices and other official information. The Publications Office plays a central role in disseminating information to the public regarding EU policies and practices and in unlocking the power of data. Its mission is to support EU policies as a recognised centre of competence for information, data and knowledge management. In addition, it ensures that this broad range of information is available to the public as accessible and reusable data, thereby facilitating transparency, economic activity and the diffusion of knowledge.

The Publications Office publishes in all EU official languages and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

Unit Description

The unit "Multimedia and Publications" (OP.B.2) produces digital and print publications and products such as videos, podcasts, audiobooks, data visualisations and mobile apps. We serve the communication efforts of ca 140 clients from all EU institutions, agencies and bodies, who want to reach out either to the general public or to specialized audiences. The graphic designers of the unit work in direct contact with the clients. We are looking for a graphic designer to be part of the team.

We propose



A varied and stimulating professional opportunity in a motivated and friendly team of five graphic designers. You will work on all types of graphic design assignments for publications, including infographics, logos, visual identities and illustrations. You will be responsible for the creative aspects of your assignments and, in agreement with the client, will accomplish the complete design process starting from the brief to the visual identity toolkit. You will be able to work independently in a collaborative and supportive environment. You will also work closely in cooperation with the prepress team and with the production coordinators of the unit, advising them on the design aspects. We would like to expand our service offer from traditional design towards illustration, animation and web-design, so would welcome skills in these areas.

We look for

It is essential that you are:

- A professional graphic designer with studies in this area; you already have an existing portfolio of works that you can share with us.
- A colleague who is able to channel their creativity into working together with the client for solutions that satisfy the client's needs. You have listening skills, openness to other people's ideas and a strong sense of responsibility.
- A friendly colleague who can pursue their projects autonomously but is happy to help, share ideas and collaborate with others.
- Well-organised and that you have a flexible mindset but a rigorous respect of deadlines.
- Service-minded.
- Able to communicate clearly and in a structured manner orally and in writing.
- Able to negotiate planning and deadlines.
- Experienced in working with Adobe InDesign, Illustrator, Photoshop and Animate.

Having experience with MS Office software is desired, and experience with Figma would be an asset.

Accessibility is an important area for us, so experience in this domain would be an asset.

Working languages are English and French. Oral and written command of English is essential.

Knowledge of French brings added value.

The main working languages of the unit are English and French.

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

How to apply?



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Interested candidates should send their CV and motivation letter in a single PDF document by the publication deadline to the following email address: HR-LUX-TA-VACANCIES@ec.europa.eu indicating the **selection** reference OP/TA/COM/2023/213 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ **Am I eligible to apply?**

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

General criteria:

Candidates must comply with the following formal criteria for this selection procedure on the deadline for applications:

- Be a national of a Member State of the European Union (EU) and enjoy 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.

Qualifications:

In order to be recruited at this position, you must have at least:

- (a) a level of education which corresponds to completed post-secondary education attested by a diploma, followed by at least 3 years of relevant professional experience OR
- (b) a level of education which corresponds to completed secondary education attested by a diploma giving access to post-secondary education, followed by at least 6 years of relevant professional experience

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 the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

Candidates must have

- a thorough knowledge (minimum level C1) in one of the 24 official languages of the EU
- a satisfactory knowledge (minimum level B1) in a second official language of the EU, to the extent necessary for the performance of the duties.

The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

➤ **What about the selection steps?**

The post has also been published internally in the Commission, inter-institutionally, and has been brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions and laureates of competitions have priority. It is only in case no suitable candidate can be found among the afore-mentioned categories that other applications will be considered¹.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications we may receive, only candidates selected for interview will be notified.

For operational 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 possibly in a second official language.

¹ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal)



2. Recruitment

Candidates selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ Type of contract and working conditions

The place of employment will be in **Luxembourg**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants](#), in function group AST grade 1 or 3**, depending on work experience in the area of competence.

The grade within the proposed grade range, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 3 years**. The contract might then be extended only once for a maximum of 2 years. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff has to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

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

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#).



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3. How to appeal?

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-F6@ec.europa.eu).