

Selection of temporary staff for Directorate-General for Communication

Selection reference: COMM/TA/06

Function Group and grade range: Administrator (AD 5 - AD 7)

Job title: Information and Communication Officer for Corporate Campaigns

Where: DG Communication, Brussels

Publication: 4 May 2023 until 12.00 hours Brussels time

➤ **We are**

A dynamic team right at the heart of the Commission's external communication efforts. Our unit runs the Commission's flagship campaigns You Are EU and NextGenEU, and coordinates major external communication actions across Commission departments. Our campaign team comprises of nine communication professionals who work in a collaborative way, and under the steer of COMM's senior management, on the campaign's different aspects such as the production of creative campaign assets, their mass distribution across online and offline media, the monitoring of campaign results, and the constant improvement of our processes.

➤ **We propose**

In your role as Information and Communication Officer, you will be a part of the campaign team and contribute to the:

- provision of regular campaign updates to the Cabinet of the President, to the Commission's Corporate Communication Steering Committee, to policy DGs and COMM departments as well as to external stakeholders about campaign strategy, adjustments, and progress;
- development and management of a detailed campaign schedule and work plan;
- coordination with various COMM departments that play a part in the execution of corporate campaigns;
- management of contracts with creative and media agencies by requesting services, assigning tasks, communicating expected deliverables, controlling their quality and certifying their good reception;
- prediction of resources needed to reach objectives and the management of these resources in an effective and efficient manner;
- tracking of project costs in order to remain within the budget that is allocated to the campaign;
- utilisation of best practices, techniques, and standards in campaign management; and,
- measurement of campaign performance and the identification of areas for improvement.

➤ **We look for**

A highly motivated, friendly, curious and versatile colleague candidate with a very good understanding of campaigning. The ideal candidate should possess a strong communications background and at least 5 years of relevant experience with communication agencies (creative and/or media).

The successful candidate should have:

- **Team player skills:** You will work within a collaborative campaign team at COMM.B1, and with a large number of colleagues from virtually all policy DGs. You will need the ability to work within a group of people to achieve a shared goal in an effective way. Listening skills, openness to everyone's ideas, the willingness to working for the good of the group as a whole, and a strong sense of responsibility are essential.
- **Proven project management skills:** You will have to work with a budget and meet deadlines for one or several projects. You will have to be hands-on and independent while being a team player in the management of the project(s). You will contribute to managing the contracted agencies and intervene if things are going off-track.

Familiarity with the following area would be an advantage:

- **Knowledge of administrative procedures:** Hands-on experience with hiring, through public procurement, and supervising external agencies. Experience and knowledge of financial and administrative procedures (e.g. on financial management, anti-fraud, intellectual property rights, data protection, document management).
- **Experience with the management of communication campaigns:** You will contribute to the biggest advertising campaign that the Commission has ever run.

How to apply?

Interested candidates should send their application respecting the deadline of the vacancy to the following email address: HR-BXL-TA-VACANCIES@ec.europa.eu and indicating the selection reference in the subject.

The application must include:

- Your CV in English
- A motivation letter in English
- The duly completed and signed application form.

No applications will be accepted after the deadline for applications.

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 university studies of at least 4 years attested by a diploma and, after having obtained the diploma, at least 6 years full-time of appropriate professional experience OR
- (b) a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the diploma, at least 7 years full-time of appropriate 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 and the information in your application form (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 B2) in a second official language of the EU, to the extent necessary for the performance of the duties.

A good knowledge of English, French or German would be an asset.

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 (Croat), 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 aforementioned 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.

2. Recruitment

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

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

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

➤ **Type of contract and working conditions**

The place of employment will be in Brussels.

In case the successful candidate is an external candidate, he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

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](#).

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).