

Selection of temporary staff for Directorate-General for Communication

Vacancy: COM/2023/2281

Function group and grade: SC1

Job title: Secretary to the Head of Unit

Where: COMM.A.2, Brussels

Publication: until 25 September 2023, 12.00 hours Brussels time

➤ **We are**

The Editorial service and Targeted outreach unit in DG Communication; we produce and disseminate information for citizens about the EU and its policies in 24 languages, using all kinds of media. The publications and online content we produce are relevant for reaching out to a wide variety of target audiences, across all age groups, in all EU Member States and beyond. The online content is made available through two dedicated websites: Learning Corner (5-18yo) and Top Publications (18-118yo). We are also responsible for producing the Annual Report on the activities of the EU. To produce and disseminate our materials the different teams work closely together: the General Public team, which produces communication materials for the over 18 year olds, the Young People team, which produces materials for children and adolescents, and the Outreach and Feedback team, which ensures the dissemination and promotion of our materials. We also manage two testing panels, 1 composed of primary and secondary teachers and one composed of representatives of the Europe Direct centres. Once a year, we gather these panels for a meeting in Brussels. We also work closely with all other parts of DG COMM, the Representations, Europe Directs, the Spokesperson's Service, SG, other DGs and institutions and the Publications Office.

Within DG COMM, our unit belongs to Directorate A: "Political Communication & Services". The Directorate includes social media, visual communication, media monitoring, media analysis, Eurobarometer, editorial service, targeted outreach and audiovisual service.

➤ **We propose**

An interesting and rewarding job in a small, hard-working, friendly and enthusiastic unit. The administrative Assistant to the Head of Unit has a wide range of organisational and support tasks. S/he works closely with the Head of Unit in the day-to-day running of the Unit and helps colleagues with various aspects of their work. S/he provides a welcoming and helpful first line of contact for visitors and external callers. In addition, s/he contributes to the production and dissemination of our newsletter Learning Corner News.

While this is a secretarial position, the post offers plenty of opportunities to an enthusiastic colleague to get involved in outreach activities and to learn new (communication) skills.

The main tasks s/he is responsible for are as follows:

- Administrative support to the Head of Unit and the different teams in the unit
- Run the unit secretariat
- Organise meetings, missions and events
- Contribute to different outreach activities

➤ **We look for**

- An enthusiasm for communicating the EU's achievements to citizens
- Good organisational and team-oriented skills
- The ability to adapt to a range of circumstances and to tackle issues proactively
- The ability to communicate effectively with a range of internal and external counterparts, including the Director-General's office
- A good knowledge of both English and French

The following would be a further asset:

- Previous experience as an assistant to management
- Knowledge of the Commission's procedures and administrative rules
- Experience working with the Commission's main administrative tools (ARES, SYSPER, MIPS, EU Learn, etc.)
- Any experience in the area of communication

How to apply?

Interested candidates should send their application respecting the deadline of the vacancy to the following email address: Johanna.Pannebakker@ec.europa.eu and indicating the vacancy reference in the subject.

The application must include:

- Your CV in English
- A motivation letter in English

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 post-secondary education attested by a diploma OR
- (b) A level of secondary education attested by a diploma giving access to post-secondary education followed by at least 3 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 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.

➤ **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 and grade SC1**.

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

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

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).