

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for an Information and Communication Assistant in a Representation	
Function Group:	III
Post Number	411382
Place of Employment	Representation in Lisbon, Portugal
Deadline for applications:	23/05/2023
Contact person:	Daniel do Rosário, Team Leader - Media, Communication and Outreach
Entity presentation (We are):	<p>DG Communication (DG COMM), as a corporate communication service, promotes the policy priorities of the European Commission and contributes to bringing Europe closer to citizens. The Representations in all Member States play a crucial role in this. Their main tasks are:</p> <ul style="list-style-type: none"> • Support the President and the Members of the Commission by reinforcing the political and media profile of the European Commission in the Member States, including the preparation, organisation and follow up of visits of the members of the College. Representing the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens. • Country-specific Economic and Political Information and Analysis: Representations provide the Commission with in-depth, accurate and timely information and analysis regarding relevant developments in the Member States and the views of the Government and, political parties, think tanks and civil society. • Press and Media Communications: in cooperation with the Spokesperson's Service, Representations communicate on behalf of the Commission. • Outreach to Citizens: Representations provide outreach and communication to citizens and stakeholders/multipliers in the Member States, by managing information networks and by explaining the policy priorities of the Commission in a local context.
Job profile (We look for):	See job description enclosed.
Recruitment policy:	DG COMM encourages mobility for all CA 3a and 3b employed in Commission services, as well as accepts applications from candidates registered in recent CAST lists.
How to apply:	Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to Daniel.ROSARIO@ec.europa.eu , mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version411382 in *COMM.DGA1.C.LI*
Valid from27/01/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Information and Communication Assistant

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

Specific domain

EXTERNAL COMMUNICATION (general)

Sensitive job

No

Overall purpose

Under the supervision of an official/temporary agent, take part in the development of contacts with the national political circle as well as the media, cooperate to the information and communication actions and projects management, administrative tasks relating to the job.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ EXTERNAL COMMUNICATION (general)

- *Contribute to Communication activities of the Representation. Participation in the analysis, redaction and sending of replies to requests from stakeholders.*
- *Searching and selection of information for the elaboration of and drafting of briefings, speeches, reports, press releases, articles and preparation of communication actions and publications.*
- *Assistance in the preparation of files on the EU policies or on the political situation in the Member State*
- *Maintain contacts and exchanges of information with the national and regional media of the hosting Member State. Brief journalists and reply to the oral and written questions they address to the Representation.*
- *Contribute to social media activities in coordination with the Digital leader in the Representation. This may include contributing input for content, advising on responses to social media comments and using basic digital tools for better listening, analysis and outreach.*
- *Collect information from the television, radio programs and newspapers in order to write press reviews and/or replies to questions from the media addressed to the Representation.*

+ INTERNAL COMMUNICATION (general)

- *Provide support in the control, analysis and reporting on opinions relating to important EU questions and politics in the Member state.*
- *Contribute to the elaboration of briefings, reports and other documents on EU questions and politics for headquarters or for internal use at the Representation.*

+ CONFERENCES and EVENTS

- *Take part in the organization of events, press conferences, seminars, interviews, information campaigns, events, exhibitions, fairs,...*
- *Assistance in creating and implementing events of public relations, european campaigns (including fairs, exhibitions, publications)*
- *Preparation of meetings and organization of seminars for DG COMM networks.*

+ COMMUNICATION and PUBLICATION

- *Contribute to the management of the development and of the content of the website of the Representation, for issues relating to the membership sector.*
- *Updating, follow-up and maintenance of the homepage of the website (supplying, pictures, archiving).*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Contribute to the launching, management and follow-up of calls for tender/offers (elaboration of tender specifications, preparation of calls for tender, take part in the selection, the supervision, the execution of contracts, evaluation of the results as well as follow-up and control of expenses).*
- *Follow the implementation of projects and the service level of the project managers and partners and watch over respect of the contractual obligations (by periodical checkings, audits, reports and assistance measures).*
- *Carry over horizontal activities, concertation aspects and networking of relating programmes and projects.*

Job requirements

Experience"

+ COMMUNICATION and PUBLICATION, PUBLIC RELATIONS, PRESS and JOURNALISM, EXTERNAL COMMUNICATION (general), EU and POLITICS (general), CONFERENCES and EVENTS

Job-Related experience: at least 1 year

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Portuguese	C1	C1	C1	C1	C1
English	B2	B2	B2	B2	B2

Knowledge

- **ANALYSIS and INTELLIGENCE**
ANALYSIS and ADVICE
Problem-solving by finding information and/or contacting appropriate people
Efficient search for - and analysis/synthesis of - info from relevant sources
- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Budgetary rules and procedures
Financial regulation and procedures
PROCUREMENT and CONTRACT MANAGEMENT
Calls for tender
PROCUREMENT
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
PROJECT MANAGEMENT
- **COMMUNICATION and PUBLICATION**
THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION
Communication instruments and techniques
PUBLIC RELATIONS, PRESS and JOURNALISM
PRESS and JOURNALISM
Media relations and techniques
Specific needs of journalists
CAMPAIGNS
Campaigns and information actions
- **WORK/POLICY MANAGEMENT and COORDINATION (high level)**
BUSINESS MANAGEMENT and PLANNING
- **REPRESENTATION and NEGOTIATION**
RELATIONS with MEMBER STATES and CIVIL SOCIETY
Member States policies and structures

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Capacity to present issues to an audience
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
Pragmatism
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Sociability skills

Job Environment

Organisational entity

Presentation of the entity:

The Directorate Communication in Member States oversees services targeting national audiences. This includes in particular the EC Representations and networks in the Member States.

Job related issues

- Atypical working hours
- Specialised Job

Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

Comments:

Other

Comments:

26/04/2023