

**CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT**

<b>DG COMMUNICATION is looking for Information and Communication Officer - Press and Media in a Representation</b>	
<b>Function Group:</b>	<b>IV</b>
<b>Post Number</b>	<b>Job no. 291555</b>
<b>Place of Employment</b>	<b>Representation in Lisbon, Portugal</b>
<b>Deadline for applications:</b>	<b>08/07/2024</b>
<b>Contact person:</b>	<b>Daniel do Rosário, Team Leader - Media, Communication and Outreach</b>
<b>Entity presentation (We are):</b>	<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"> <li>• 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.</li> <li>• 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.</li> <li>• Press and Media Communications: in cooperation with the Spokesperson's Service, Representations communicate on behalf of the Commission.</li> <li>• 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.</li> </ul>
<b>Job profile (We look for):</b>	See job description enclosed.
<b>Recruitment policy:</b>	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.
<b>How to apply:</b>	Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to <b>Daniel.ROSARIO@ec.europa.eu</b> , mentioning in the subject of the message "Job title & post number".



## EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Active*)  
Job description version291555 in *COMM.DGA1.C.LI*  
Valid from24/05/2024until

### Job Holder

### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Information and Communication Officer

**Domains****Generic domain**

COMMUNICATION and PUBLICATION

**Intermediate domain**

EXTERNAL COMMUNICATION (general)

**Specific domain****Sensitive job**

No

**Overall purpose**

Under the supervision of an official/temporary agent, participate to the development of contacts in the political and socio-economic national circle at national, regional and local level and cooperate to the management of information and communication actions and projects aiming the public opinion.

**Legal disclaimer**

Users are advised to check the available list of Legal Disclaimers related to their contract type.

## **Functions and duties**

### + COMMUNICATION and PUBLICATION

- *Initiate, control and supervise the implementation of information and communication actions (Europe Day, thematic campaigns, Café Europa, conferences, seminars, panel discussions, etc.) aiming the sensibilisation of policies and actions of the EU in the Member State; evaluate the impact when the action is completed.*
- *Maintain contacts and regular intensive exchanges with all the stakeholders as well as write and send replies to all their queries.*
- *Ensure actions synergy between the networks: Europe Direct Information Center and European Documentation Centers.*
- *Assist and advise hierarchical superiors vis-à-vis the media during interviews or conferences or during meetings with local authorities.*
- *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.*
- *Execute and support communication activities by ESOs.*

### + COMMUNICATION and PUBLICATION

- *Collect information and documents and prepare speeches and presentations.*
- *Inform and advise staff of the Representation and/or headquarters on information collected into the media, television programmes, in economical and socio-political circles or through information networks.*
- *Organise and / or participate in information and cultural activities together with different local partners.*

### + COMMUNICATION and PUBLICATION

- *Organise and/or participate to information and cultural actions (press conferences, interviews, briefings, events, fairs, exhibitions, publications, sensibilisation campaigns,...)*
- *Improve cooperation, coordination and promotion of all DG COMM networks aiming to rationalise networks at the level of the Member State.*

### + COMMUNICATION and PUBLICATION

- *Contribute to the management of the development and of the content of the website of the Representation.*
- *Define and elaborate concepts, messages, information material for fairs, exhibitions and conferences.*
- *Create or modify the content of publications, internet sites and televisual, audiovisual and promotional material.*

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Contribute to the definition of the useful budget for activities to be organized. Act as operational initiator agent in the frame of financial procedures for actions launched.*
- *Provide technical assistance to the administrative sector on budgetary questions*
- *Prepare calls for tenders/offers.*
- *Manage information, communication and publications projects thanks to framework contracts and tenders including selection, negotiation and control of operational and contractual aspects of the projects.*
- *Ensure evaluation and exploitation of project results.*
- *Ensure effective planning and management of budget resources.*

## Job requirements

### Experience"

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

Job-Related experience: at least 5 years

Qualifier: desirable

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
Portuguese	C2	C2	C2	C2	C2

### Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - **BUDGET and FINANCE**
    - **FINANCIAL and BUDGETARY MANAGEMENT**
    - **Budgetary rules and procedures**
    - **Financial regulation and procedures**
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - **PROJECT MANAGEMENT**
- **COMMUNICATION and PUBLICATION**
  - **THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION**
    - **Internal and external information and communication rules and procedures**
  - **EXTERNAL COMMUNICATION (general)**
    - **(EU) information and dissemination**
  - **PUBLIC RELATIONS, PRESS and JOURNALISM**
    - **National and regional media**
  - **MISSIONS, MEETINGS and VISITS (incl Protocol Service)**
    - **Organisation of visits and presentations**
  - **CONFERENCES and EVENTS**
    - **Organisation of fairs, exhibitions and public events**
    - **Events management**
- **WORK/POLICY MANAGEMENT and COORDINATION (high level)**
  - **BUSINESS MANAGEMENT and PLANNING**

## **Competences**

- *Analysing and Problem Solving*
  - *Capacity to analyse and structure information*
- *Communicating*
  - *Ability to understand and be understood*
  - *Assertiveness*
  - *Capacity to communicate technical or specialised information*
  - *Capacity to present issues to an audience*
  - *Drafting skills*
  - *Feel at ease in public*
- *Prioritising and Organising*
  - *Coordination skills*
  - *Planning capacity*
- *Resilience*
  - *Stress resistance*
- *Working with Others*
  - *Diplomatic skills*
  - *Sociability skills*
- *Leadership*
  - *Capacity to plan and manage resources*

## **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:*