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

<table>
<thead>
<tr>
<th>Function Group:</th>
<th>II</th>
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<tbody>
<tr>
<td>Post Number</td>
<td>411387</td>
</tr>
<tr>
<td>Place of Employment</td>
<td>Representation in Lisbon, Portugal</td>
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<tr>
<td>Deadline for applications:</td>
<td>28/02/2023</td>
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<tr>
<td>Contact person:</td>
<td>Daniel DO ROSÁRIO, Team Leader - Media, Communication and Outreach</td>
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**Entity presentation (We are):**

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:

- **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 version 1 (Active)
Job description version 411387 in COMM.DGA1.C.LI
Valid from 27/01/2023 until

<table>
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<th>Job Holder</th>
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<tr>
<th>Job Profile</th>
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<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>CONTRACT AGENT FGII</td>
</tr>
<tr>
<td>Job title</td>
</tr>
<tr>
<td>Information and Communication Agent</td>
</tr>
<tr>
<td>Domains</td>
</tr>
<tr>
<td>Generic domain</td>
</tr>
<tr>
<td>COMMUNICATION and PUBLICATION</td>
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<tr>
<td>Intermediate domain</td>
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<tr>
<td>Specific domain</td>
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<tr>
<td>EXTERNAL COMMUNICATION (general)</td>
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<tr>
<td>Sensitive job</td>
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<tr>
<td>No</td>
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<table>
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<tr>
<th>Overall purpose</th>
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<tr>
<td>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 as well as help with the administrative tasks.</td>
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<tr>
<th>Legal disclaimer</th>
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<tr>
<td>Users are advised to check the available list of Legal Disclaimers related to their contract type.</td>
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</table>
Functions and duties

+ COMMUNICATION and PUBLICATION
  • Support the communication activities of the Representation.
  • Various administrative assistance in the analysis, searching and redaction of reports and replies to the different questions of the stakeholders.
  • Information searching and preparation of documents in order to elaborate briefings, speeches, reports or for workshops, seminars, conferences or other public events.
  • Participate to the collection of information from television, radio programs and newspapers.
  • 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.

+ COMMUNICATION and PUBLICATION
  • Various administrative assistance in the control, analysis and reporting of opinions relating to important EU questions and politics in the member State.
  • Information searching and preparation of documents relating to briefings and reports on EU questions and politics for headquarters or for internal use at the Representation.

+ COMMUNICATION and PUBLICATION
  • Assistance in the organization of events, press conferences, seminars, interviews, information campaigns, events, exhibitions, fairs, …
  • Administrative tasks linked to the preparation and organization of meetings and seminars for DG COMM networks.
  • Organization of visits of journalists and other press groups. Support visits of Commissioners and all officials.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
  • Ensure all tasks of administrative support.
  • Manage data bases, mailing lists,…

+ COMMUNICATION and PUBLICATION
  • Participate to the updating, follow-up and maintenance of the website of the Representation (supplying, pictures, archiving).

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  • Provide all useful assistance to the management of calls for tenders/offers (elaboration of tender specifications, follow-up of files,…
  • Participate in the elaboration of selection reports, periodical checkings, audits,… in the frame of the projects and contracts management.

Job requirements

Experience

+ INFORMATION and DOCUMENT MANAGEMENT, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, BUDGET and FINANCE, PROCUREMENT and CONTRACT MANAGEMENT, MAIL HANDLING, INFORMATION and COMMUNICATION TECHNOLOGIES, COMMUNICATION and PUBLICATION
  Job-Related experience:at least 1 year
  Qualifier:desirable

Languages
Listening | Reading | Spoken interaction | Spoken production | Writing
---|---|---|---|---
Portuguese | C1 | C1 | C1 | C1 | C1

**Knowledge**

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - **BUDGET and FINANCE**
  - **PROCUREMENT and CONTRACT MANAGEMENT**
  - **PROCUREMENT**
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
  - **ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**
  - **Office administration**
- **INFORMATION and DOCUMENT MANAGEMENT**
  - **DOCUMENT MANAGEMENT**
  - **MAIL HANDLING**
  - **Registration of mail and documents**
- **COMMUNICATION and PUBLICATION**
  - **EXTERNAL COMMUNICATION (general)**
  - **CONFERENCES and EVENTS**
  - **Conferences, exhibitions, meetings**
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
  - **IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT**
  - **Ares**

**Competences**

- Communicating
  - Ability to understand and be understood
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Client orientation
  - Conscientiousness
  - Eye for detail / Accuracy
  - Financial management skills
- Prioritising and Organising
  - Capacity to deliver in a structured way
  - Planning capacity
- Working with Others
  - Ability to work in a team

**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: