

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

<p>DG COMMUNICATION is looking for an Information and Communication Assistant in a Representation</p>	
<p>Function Group:</p>	<p>FGIII</p>
<p>Post Number</p>	<p>292019</p>
<p>Place of Employment</p>	<p>Representation in France (Paris)</p>
<p>Deadline for applications:</p>	<p>12/04/2023</p>
<p>Contact person:</p>	<p>Valérie DREZET-HUMEZ, <i>Head of Representation</i></p>
<p>Entity presentation (We are):</p>	<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.
<p>Job profile (We look for):</p>	<p>See job description enclosed.</p> <p>In particular:</p> <p>We propose</p> <p>Within the dynamic communication team of the Representation in Paris, a stimulating position as a communication assistant in charge of developing a variety of communication actions aimed at citizens, the general public and local authorities. He/she will contribute to the search for partnerships and communication opportunities with the general public, in line with the communication priorities of the European Commission and the Country Strategy for France. He/she will take charge of the conceptualisation, preparation and implementation of information campaigns and events. He/she will write and create editorial and graphic/visual content for various communication channels (publications, social networks, newsletter, webinars and articles). He/she will contribute to the launch, management</p>

	<p>and follow-up of calls for tenders in support of the activities of the Representation (development of specifications, preparation of calls for tenders, participation in the selection, supervision, execution of contracts, evaluation of results as well as monitoring and control of expenditure). He/she will contribute to the coordination and drafting of various briefings and presentations. He/she may be called upon to represent the Commission in various events. He/she will contribute to various administrative tasks.</p> <p>We look for</p> <p>A candidate with solid experience in the conceptualization and implementation of communication campaigns. He/she demonstrates a strategic sense in defining audiences and messages and in identifying the most relevant communication channels. He/she has strong writing skills. He/she has experience in building partnerships and he/she demonstrates creativity, autonomy and proactivity. He/she has a good knowledge of the functioning of the European institutions and of the main European policies and programmes.</p>
<p>Recruitment policy:</p>	<p>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.</p>
<p>How to apply:</p>	<p>Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to contact Salvatrice.LANTIERI@ec.europa.eu , mentioning in the subject of the message "Job title & post number".</p>