

## CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

<p><b>DG COMMUNICATION is looking for an Information and Communication Assistant in a Representation</b></p>	
<p><b>Function Group:</b></p>	<p><b>FGIII</b></p>
<p><b>Post Number</b></p>	<p><b>291540</b></p>
<p><b>Place of Employment</b></p>	<p><b>Representation in France (Paris)</b></p>
<p><b>Deadline for applications:</b></p>	<p><b>10/05/2024</b></p>
<p><b>Contact person:</b></p>	<p><b>Adina REVOL, Team Leader MEDIA</b></p>
<p><b>Entity presentation (We are):</b></p>	<p>DG Communication (DG COMM), as a corporate communication and presidential 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. They:</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.</li> <li>• Represent the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens.</li> <li>• Provide country-specific economic and political information and analysis: 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>• Communicate on behalf of the Commission, in cooperation with the Spokesperson's Service,</li> <li>• 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>
<p><b>Job profile (We look for):</b></p>	<p>See job description enclosed.</p> <p>In particular:</p> <p><b>We propose</b></p> <p>Within the media team of the Representation in Paris, a stimulating position as a community manager, part of a dynamic and creative social media team designing and implementing social media content strategies in line with the political communication and corporate campaigns; proposing engaging text and video content for social media accounts; engaging with our communities and responding to citizens queries in a timely and politically relevant manner. He/she will contribute to monitoring and reporting on European related events and narratives in France; identifying partnerships and communication opportunities, in line with the communication priorities of the European Commission and of the Representation strategy in France. He/she will be in charge of covering events organised or supported by the Commission for the social media, editing videos with a dedicated tool and</p>

	<p>disseminating products on the appropriate social media networks. He/she is in charge of the website of the Representation as the local contact person, checking the relevance of its content and adding daily content. He/she will contribute to launching corporate paid communications campaigns. He/she will contribute to the launch, management and follow-up of calls for tenders and calls for proposals 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 various operational and administrative tasks.</p> <p><b>We look for</b></p> <p>A candidate with solid experience in community management. He/she demonstrates a political flair, strategic sense in defining audiences and messages and in identifying the most relevant communication channels. He/she has strong experience in translating and adapting corporate messages in French, for the French audience. He/she has strong writing skills and verbal communication skills. He/she has experience in building partnerships and he/she demonstrates creativity, autonomy, proactivity and is a genuine team player. He/she has a good knowledge of the functioning of the European institutions and of the main European policies and programmes.</p>
<b>Recruitment policy:</b>	<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>
<b>How to apply:</b>	<p>Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to contact</p> <p><a href="mailto:COMM-REP-FR-HR@ec.europa.eu">COMM-REP-FR-HR@ec.europa.eu</a></p> <p>mentioning in the subject of the message "Job title &amp; post number".</p>



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Draft*)  
Job description version291540 in *COMM.DGA1.C.PA*  
Valid from until

#### 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**

### + COMMUNICATION and PUBLICATION

- *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.*
- *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).*
- *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 briefings, speeches, reports, press releases, articles and preparation of communication actions and publications.*
- *Presentation and spreading of results from workshops, seminars, conferences and other public events. Identify and spread the best practices and facilitate the experiences exchanges*

### + COMMUNICATION and PUBLICATION

- *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.*
- *Management of the preparation and distribution of promotional material. Contribute to production of publications.*
- *Collect information from the television, radio programmes and newspapers in order to write press reviews and/or replies to questions from the media addressed to the Representation.*

### + COMMUNICATION and PUBLICATION

- *Take part in the organisation 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 organisation 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"

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

Job-Related experience: at least 3 years

Qualifier: essential

+ SOCIAL MEDIA

Job-Related experience: at least 3 years

Qualifier: essential

### Languages

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

### Knowledge

- **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
  - **CAMPAIGNS**
    - Campaigns and information actions
- **WORK/POLICY MANAGEMENT and COORDINATION (high level)**
  - **BUSINESS MANAGEMENT and PLANNING**
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
- **REPRESENTATION and NEGOTIATION**
  - **RELATIONS with MEMBER STATES and CIVIL SOCIETY**
    - Member States policies and structures
- **POLITICS (general)**
  - **EU and POLITICS (general)**

## Competences

- *Communicating*
  - *Ability to understand and be understood*
  - *Capacity to communicate technical or specialised information*
  - *Drafting skills*
- *Delivering Quality and Results*
  - *Ability to work in a proactive and autonomous way*
  - *Client orientation*
  - *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: