



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version438956 in *INTPA.DG.02*
Valid from26/03/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Information and Communication Officer

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

EXTERNAL RELATIONS

Specific domain

COMMUNICATION and PUBLICATION

Sensitive job

No

Overall purpose

Coordinate DG INTPA's web presence, implement digital communication strategies and ensure implementation of visual identities and brands.

Legal disclaimer

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

Functions and duties

+ EXTERNAL COMMUNICATION (general)

- *Contribute to the definition of the communication strategy and programme of DG INTPA in the web domain.*
- *Coordinate DG INTPA's web presence and implement digital communication strategies and web-based projects.*
- *Design DG's external websites and sub-sites in collaboration with units, external partners and contractors in line with EC and Europa standards.*
- *Develop and execute brand strategies as well as develop brand guidelines. In collaboration with team leader coordinate INTPA branding process.*
- *Provide guidance on branding related issues and ensure brand consistency across all platforms.*
- *Establish and position the Global Gateway brand effectively.*

+ MULTIMEDIA PUBLISHING

- *Carry out the day-to-day management of websites, including relations with external contractors.*
- *Ensure the quality control of web sites and web pages contents; verify that information is regularly updated. Monitor and avoid content duplication.*
- *Under the guidance of the Team Manager and in close cooperation with the colleagues across 02 teams and units ensure that the website is kept up to date and complete.*
- *Edit material and documents for electronic publication. Create content synergies between different online platforms.*
- *Writes and edits high quality original content and adapts content for specific target audiences. Provide guidance to authors in the preparation of contents for digital publication, especially web.*
- *Cooperate with colleagues in the analysis, prototyping, testing of websites and digital products. Act as a focal point on online accessibility.*

+ EXTERNAL COMMUNICATION (general)

- *Liaise with units and services inside DG INTPA and relevant other EC departments, ensuring that schedules are established and adhered to and that the lines of communication are kept open at all times.*
- *Communicate any issues or potential problem areas to his/her line manager as soon as they arise.*
- *Attend meetings and contribute where appropriate. Contribute to evaluations, reports and presentations.*
- *Provide technical assistance in the publication and evaluation of tenders.*

+ PROJECT MANAGEMENT

- *Co-ordinate web and multimedia projects.*
- *Analyse and evaluate the distribution statistics and collect feedback from users in order to adapt to new demands.*
- *Establish the technical specifications for web and multimedia projects.*
- *Supervise the work done by external contractors developing Web and Multimedia for DG INTPA, take an active part in management of contracts for web and multimedia.*
- *Coordinate the aspects connected to data protection, intellectual property and web accessibility.*

Job requirements

Experience"

+ COMMUNICATION and PUBLICATION

Job-Related experience: at least 5 years

Qualifier: essential

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C2	C2	C2	C2	C2

Knowledge

- *EVALUATION and QUALITY MANAGEMENT*
EVALUATION
Evaluation of programmes and projects
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
- *COMMUNICATION and PUBLICATION*
AUDIOVISUAL and (MASS) MEDIA
MULTIMEDIA PUBLISHING
Multi-media technology
(WEB) EDITING, GRAPHIC DESIGN and (PHOTO) ILLUSTRATION
Web publication methods and tools

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *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
Capacity to act upon problems
Conscientiousness
Eye for detail / Accuracy
Quality & process management abilities
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Knowledge sharing
- *Leadership*

Job Environment

Organisational entity

Presentation of the entity:

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: