



EUROPEAN COMMISSION

Job Description Form

Job description version4 (*Active*)
Job description version358366 in *INTPA.DG.02*
Valid from10/07/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Information and Communication Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

COMMUNICATION and PUBLICATION

Sensitive job

No

Overall purpose

Under the supervision of an official or a temporary agent, provide intra-DG support on political communication including strategy, campaigns and preparation of press material.

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

+ COMMUNICATION and PUBLICATION

- *Contribute to the planning, design and delivery of communication strategies and actions.*
- *Work with EU Member States, EU Delegations, and other Team Europe actors to communicate Global Gateway and other international partnership policies.*
- *Support the roll-out of Global Gateway campaigns, and the delivery of strategic communication campaigns and other media outreach activities in partner countries.*
- *Work with geographical and thematic policy units to communicate INTPA policies.*
- *Provide support to the Commissioner, Spokespersons Service and EU Delegation communication teams.*
- *Participate in internal and external networks of information correspondents.*

+ COMMUNICATION and PUBLICATION

- *Assist with planning and coordinating strategic communication and media activities.*
- *Contribute to creating or adapting contents for all forms of media printed publications, web sites, TV, audiovisual and promotional materials.*
- *Support the Head of Political communication with the coordination of policy input and outreach to EU Delegations.*
- *Produce media briefings, press and web releases for the Commissioner and members of the College.*
- *Help with answering questions and requests from journalists and from press (written and TV) in collaboration with the spokespersons service.*
- *Assist the College and Commissioner for international partnerships on the organisation of strategic communication activities during missions, including press trips and seminars.*

Job requirements

Experience"

+ COMMUNICATION and PUBLICATION, INFORMATION and COMMUNICATION TECHNOLOGIES, EXTERNAL COMMUNICATION (general)

Job-Related experience: at least 3 years

Qualifier: essential

Languages

| | Listening | Reading | Spoken interaction | Spoken production | Writing |
|---------|-----------|---------|--------------------|-------------------|---------|
| English | C2 | C2 | C2 | C2 | C2 |
| French | C2 | C2 | C2 | C2 | C2 |

Knowledge

- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
PROJECT MANAGEMENT
- **COMMUNICATION and PUBLICATION**
THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION
Communication and information strategy
EXTERNAL COMMUNICATION (general)
Publications rules, procedures and process in the Institution
DRAFTING and (SPEECH)WRITING
Revision and edition of texts
PUBLIC RELATIONS, PRESS and JOURNALISM
Opinion polls and/or qualitative studies methodologies
PRESS and JOURNALISM
Media relations and techniques
Journalism
CAMPAIGNS
Campaigns and information actions
AUDIOVISUAL and (MASS) MEDIA
Audio-visual technologies
MULTIMEDIA PUBLISHING
Multi-media technology
- **IT TOOLS for SPECIFIC APPLICATION AREAS**

Competences

- **Analysing and Problem Solving**
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- **Communicating**
Ability to chair meetings
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
Client orientation
Eye for detail / Accuracy
Pragmatism
- **Learning and Development**
Flexibility (openness towards new demands, etc.)
- **Prioritising and Organising**
Capacity to deliver in a structured way
Planning capacity
- **Resilience**
Stress resistance
- **Working with Others**
Ability to work in a team
Diplomatic skills
- **Leadership**
Ability to lead a team
Global vision (360 degrees)

Job Environment

Organisational entity

11/07/2024

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: