VACANCY NOTICE - CONTRACT AGENT

Job title	**Information and Communication Officer**
Reference	**EC-2026-RTD-531565**
Application deadline	30.11.2027 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Directorate-General for Research and Innovation (DG RTD)
Unit	RTD.F4 'Communication'
Place of assignment	Brussels
Domain*	Science and Research
Contract type and Function Group	Contract Agent 3b FG IV
Contract duration	1 year initial contract

About us

DG RTD defines and implements European research and innovation policy and funding with a view to reinforcing the science and technology base, spurring innovation and turning societal challenges into innovation opportunities that will help deliver on the European Commission's priorities. DG RTD drives the Commission's goal of putting research and innovation at the centre of our economy. It monitors and contributes to the realisation of the European Research Area and funds excellent research and innovation through Framework Programmes. In addition, the DG contributes to the European Semester by analysing national research and innovation policies and assessing their strengths and weaknesses, and by formulating country specific recommendations where necessary.

Directorate RTD.F 'Internal Support Services & Communication' supports the Directorate-General in the effective and full achievement of its objectives by employing efficient, innovative and best practices in document management, greening the DG, logistics, administrative processes and procedures, financial resources management, compliance (including co-signing of annual activity reports), internal control and communication.

DG RTD's Communication Unit is composed of 23 staff members and 16 external service providers supporting the vision and strategic objectives of the Directorate-General. It ensures timely and impactful communication of the EU's startups, research and innovation policies, their tangible impacts on the lives of Europe's citizens, their contribution to the Union's policy objectives and their positive effects on the resilience and sustainable competitiveness of the EU. The Unit cooperates with other DGs and Executive Agencies to achieve synergies and overall coherence. It works with external multipliers and communication partners to maximise reach and impact. The Unit also ensures two-way communication with staff of the DG through internal communication actions, so that colleagues understand policy objectives and initiatives in the wider political context and have opportunities to express themselves, connect with management and other colleagues, contribute ideas, and share information.

About the role

We offer a position as Information and Communication Officer in our Events and Publications Team. Under the guidance of the Team Leader, the successful candidate will:

• Contribute to the definition and execution of DG RTD's events and publications strategy.
• Support the organisation of the 'Choose Europe' conferences under the auspices of the Commission President.
• Co-organise the annual European Research and Innovation Days in Brussels.
• Manage DG RTD's event framework contract.
• Act as the unit's contact point for thematic Directorates of DG RTD.

Qualifications, experience and skills

The ideal candidate will be able to offer the following competences:
• Strong track record of delivering high-level events that attract a large number of visitors and generate broad media coverage.
• Experience with publications as communication tools for expert audiences and the public.
• Hands-on experience with public procurement and contractual management.
• Excellent written and oral communication skills (fluency in English is essential, and a good command of other EU languages including French would be considered an asset).
• Experience with communication methods such as PR (Press Review) and marketing is considered an asset.
• Familiarity with EU policies on startups, research and innovation is considered an asset.
• Open-mindedness, collaborative approach, initiative and flexibility.
• Resilience, service-oriented and results-focused attitude with the ability to work under tight deadlines, and to manage competing priorities.

How to express your interest?

You should send your documents in **one single pdf** in the following order:

1. Your CV
2. Completed application form

Please send these documents, indicating the selection reference **EC-2026-RTD-531565**, by the publication deadline to RTD-F4-ASSIST@ec.europa.eu

Eligibility, recruitment steps, contract and working conditions

Please consult the pdf document at the end of this page