



## **MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION**

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

### **We recruit from a wide range of backgrounds:**

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information [ec.europa.eu/work-with-us](https://ec.europa.eu/work-with-us).



## STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



# Information and Communication Officer

## DG TRADE of the European Commission

**Selection reference:** TRADE/COM/2024/1500

**Domain\*:** Communication / External relations

**Where:** Unit R3 – “Transparency, Civil Society and Communication”, Brussels

**Staff category and Function Group:** Temporary agent 2b/2d - Administrator

**Grade:** AD 5-8

**Publication deadline:** 25.07.2024 - 12.00 (Brussels time)

### WE ARE

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DG Trade defines, leads and implements the Union's trade policy, which is an EU exclusive competence.

Unit R3's role is to ensure transparency and communication on the EU's trade policy. We provide timely and easy-to-understand information about EU trade policy to the outside world and to colleagues in the DG, Representations and Delegations, and define and implement an active transparency policy, including by animating several civil society networks and groups and managing all Access to Documents requests for the DG. In 2024, the Unit is expanding to host a revamped Briefing Team, which is in charge of writing high-quality briefings mainly for the Executive Vice-President, the Director-General, and other Commissioners when the need arises. The revamped Team will be made up of a Head of Sector, 8 briefers, a speechwriter, and an administrative assistant.

The Unit is made up of 30 fun-loving colleagues with 11 different nationalities, who work in a very good team spirit.

### WE PROPOSE

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Our new colleague will coordinate, prepare and submit timely high-quality briefings for a defined part of EU trade policy. S/he will be assigned to the corresponding Directorate(s) in DG Trade and develop an in-depth understanding of its policy and work (including through regular contacts and participation to key meetings). S/he will work directly with DG Trade senior and middle management as well as the Cabinet in order to understand their general briefing needs, receive a steer and prepare fit-for-purpose, tailor-made briefings. The position involves building a deep knowledge of trade policy in a highly visible, high-paced work environment and the ability to coordinate and draft high-quality briefings within clear deadlines while collaborating and creating synergies with the



other sectors of the unit to ensure consistency with the overall narrative and political communication of DG TRADE.

## **WE LOOK FOR**

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We are looking for a dynamic and motivated colleague with excellent written and oral communication skills in English at a level equivalent to that of a native speaker, with proven track record in drafting briefings and/ or speeches.

The colleague will have a keen interest in keeping abreast of relevant political and policy developments within and beyond the Directorate-General, and in particular of the Directorate whose portfolio s/he follows.

S/he will have a political and strategic sense for developing the right key messages and narrative, the ability to work under tight deadlines and excellent coordination skills including experience in coordinating across different EU institutions.

S/he will have strong interpersonal skills to liaise effectively with the Cabinet and senior management, with other parts of the Directorate-General and within the Unit, as well as a good degree of independence to steer and coordinate the briefings s/he is responsible for. We are also looking for an excellent team player.



## **HOW TO EXPRESS YOUR INTEREST?**

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

1. your CV      2. motivation letter      3. duly filled in application form.

Please send these documents by the publication deadline to [TRADE-R3-SEC@ec.europa.eu](mailto:TRADE-R3-SEC@ec.europa.eu) indicating the selection reference **TRADE/COM/2024/1500** in the subject.

**No applications will be accepted after the publication deadline.**



## ANNEX

### 1. Selection

#### ➤ Am I eligible to apply?

#### **You must meet the following eligibility criteria when you validate your application:**

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

##### General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

##### Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

##### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>1</sup>
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>1</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



### ➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants<sup>2</sup>.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

## **2. Recruitment**

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

### ➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

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<sup>2</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1<sup>st</sup> contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.