



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.



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](#).



Head of Sector for Communications

DG TRADE of the European Commission

Selection reference: TRADE/COM/2024/1770

Domain: COMMUNICATIONS / EXTERNAL RELATIONS

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

Staff category and Function Group: Temporary agent AT2b - Administrator

Grade: AD 5-8

Publication deadline: 17/10/2024 - 12.00 (Brussels time)

WE ARE

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.

The Unit is made up of 33 fun-loving colleagues with 11 different nationalities, who work in a very good team spirit, coordinating closely across the different teams on issues of common interest.

WE PROPOSE

Under the supervision of the Head and Deputy Head of Unit, the new Team Leader will be in charge of **managing a team of 11 colleagues** responsible for traditional media communications, DG Trade's website and creative online content, with a budget of approximately €1m/year. By DG Trade standards, this is a very large sector offering a real management experience.

Based on the objectives established at the beginning of each year, s/he will plan and organise the team's work to support DG Trade's communication on key policy priorities. This entails in particular overseeing the production of all media materials, namely 100+ press releases and news items, factsheets and social media materials per year; leading communication plans for key trade priorities



such as the announcement of new trade agreements; and liaising with all Units in the DG, as well as the Cabinet and the SPP to ensure that communications are delivered on message and on time.

The work is creative, varied, demanding and rewarding. The position involves building a deep knowledge of trade policy in a highly visible, high-paced work environment.

WE LOOK FOR

We are looking for a **dynamic and motivated Team Leader** to lead DG Trade's Communications team. The new Team Leader will have strong management and interpersonal skills, a demonstrated ability to work in a high-pace, high-pressure environment, and excellent communication and drafting skills (ideally with the equivalent of English mother-tongue level and with a minimum 5 years' experience on political communications). S/he will be convinced that communications is key to a better acceptance of EU trade policy and will have ideas on how to shape views about trade policy in the EU.

Our new colleague will provide **effective leadership for the staff**, ensuring that the team continues to deliver high-quality, on-message and timely communications products and that team members are motivated and free to be creative in their work. S/he will keep a close eye on the need for individual members of the team to develop their skills and experience. S/he will also have **strong drafting and oral presentation skills** which s/he will use to steer and review communications materials.

The position also involves having a **solid and up to date knowledge of trade policy** in order to ensure that all outgoing communications material adequately reflects the latest nuance in, or evolution of, trade policies. A minimum of 3 years prior experience in EU trade policy is a definite advantage.

Strong interpersonal skills are necessary in this type of position, as well as a good degree of **independence and creativity**.



HOW TO EXPRESS YOUR INTEREST?

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 indicating the selection reference **TRADE/COM/2024/1770** 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 EU¹
- 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.

¹ 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 applicants².

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.

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



The duration of the **1st 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.