

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for an Information and Communication Agent in a Representation	
Function Group:	FG II
Post Number	167833
Place of Employment	Representation in Brussels
Deadline for applications:	25/10/2024
Contact person:	Sara Soumillion, Team Leader Media
Entity presentation (We are):	<p>The Representation of the European Commission in Belgium (part of DG Communication, DG COMM) explains and promotes the policy priorities of the European Commission and contributes to bringing Europe closer to Belgian citizens. The Representations in all Member States play a crucial role within DG Communication. Their main tasks are:</p> <ul style="list-style-type: none"> • Support the President and the Members of the Commission by reinforcing the political and media profile of the European Commission in the Member States, including the preparation, organization and follow up of visits of the members of the College. Representing the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens. • Country-specific Economic and Political Information and Analysis: Representations provide the Commission with in-depth, accurate and timely information and analysis regarding relevant developments in the Member States and the views of the Government and, political parties, think tanks and civil society. • Press and Media Communications: in cooperation with the Spokesperson's Service, Representations communicate on behalf of the Commission. • Outreach to Citizens: Representations provide outreach and communication to citizens and stakeholders/multipliers in the Member States, by managing information networks and by explaining the policy priorities of the Commission in a local context.
Job profile (We look for):	<p>See job description enclosed.</p> <p>In particular, we are looking for a proactive press and media agent with:</p> <ul style="list-style-type: none"> • Interest for EU and political affairs • Knowledge of the Belgian media landscape • Good drafting skills • Experience with project management and organization of events would be an advantage. • C2 level in Dutch, C1 level in French and English
Recruitment policy:	DG COMM encourages mobility for all CA 3a and 3b employed in Commission services, as well as accepts applications from candidates registered in recent CAST lists.

How to apply:

Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to **comm-rep-bru-admin@ec.europa.eu**, mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Local HR validation*)
Job description version 167833 in *COMM.DGA1.C.XL*
Valid from until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Information and Communication Agent - in the Media Team

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

Specific domain

EXTERNAL COMMUNICATION (general)

Sensitive job

No

Overall purpose

Under the supervision of an official/temporary agent, take part in the development of contacts with the national political circles as well as the media, cooperate in the analysis, information and communication actions and projects management as well as help with the administrative tasks.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ EXTERNAL COMMUNICATION (general)

- Support the communication activities of the Representation.
- Various administrative assistance in the analysis, searching and redaction of reports and replies to the different questions of the stakeholders
- Information searching and preparation of documents in order to elaborate briefings, speeches, reports or for workshops, seminars, conferences or other public events.
- Contribute to social media activities in coordination with the Digital leader in the Representation. This may include contributing input for content, advising on responses to social media comments and using basic digital tools for better listening, analysis and outreach
- Participate to the collection of information from television, radio programs and newspapers.
- Support editorial tasks [of the communication and press teams], i.e. drafting of press releases, briefings, press invitations, website articles and more.

+ INTERNAL COMMUNICATION (general)

- Various administrative assistance in the control, analysis and reporting of opinions relating to important EU questions and politics in the member State.
- Information searching and preparation of documents relating to briefings and reports on EU questions and politics for headquarters or for internal use at the Representation.

+ CONFERENCES and EVENTS

- Assistance in the organization of events, press conferences, background briefings, seminars, interviews, information campaigns, events, exhibitions, fairs, ...
- Administrative tasks linked to the preparation and organization of meetings and seminars for DG COMM networks.
- Organization of visits of journalists and other press groups.
- Support visits of Commissioners and all officials.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Ensure all tasks of administrative support.
- Manage data bases, mailing lists.

+ (WEB) EDITING, GRAPHIC DESIGN and (PHOTO) ILLUSTRATION

- Participate to the updating, follow-up and maintenance of the website of the Representation (supplying, pictures, archiving).

+ PROCUREMENT and CONTRACT MANAGEMENT

- Provide all useful assistance to the management of calls for tenders/offers (elaboration of tender specifications, follow-up of files,...)
- Participate in the elaboration of selection reports, periodical checkings, audits, in the frame of the projects and contracts management.

Job requirements

Experience"

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, INTERNAL COMMUNICATION (general), EXTERNAL COMMUNICATION (general), DRAFTING and (SPEECH)WRITING, INFORMATION and COMMUNICATION TECHNOLOGIES, INFORMATION and DOCUMENT MANAGEMENT, COMMUNICATION and PUBLICATION

Job-Related experience:at least 1 year

Qualifier:an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C1	C1	C1	C1	C1
English	C1	C1	C1	C1	C1
Dutch	C2	C2	C2	C2	C2

Knowledge

- **INFORMATION and DOCUMENT MANAGEMENT**
DOCUMENT MANAGEMENT
Filing and recording
MAIL HANDLING
Registration of mail and documents
- **COMMUNICATION and PUBLICATION**
EXTERNAL COMMUNICATION (general)
Rules and procedures for the processing and dissemination of data to various external requesters
CONFERENCES and EVENTS
Conferences, exhibitions, meetings
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares

Competences

- **Communicating**
Ability to understand and be understood
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Client orientation
Conscientiousness
Eye for detail / Accuracy
Financial management skills
- **Prioritising and Organising**
Capacity to deliver in a structured way
Planning capacity
- **Working with Others**
Ability to work in a team

Job Environment

Organisational entity

Presentation of the entity:

The Directorate Communication in Member States oversees services targeting national audiences. This includes in particular the EC Representations and networks in the Member States.

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: