



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](#).



Information and Communication Assistant

in DG RTD of the European Commission

Job title: Information and Communication Assistant

Domain: Research and Innovation

Where: RTD.F.4 – “Communication” (Brussels)

Function Group: FG III

Contract Type: 3b

Express your interest until: 08/01/2025 - before 12.00 (noon), Brussels time

WE ARE

The Unit "Communication" supports the vision and strategic objectives of the Directorate-General. It ensures timely and impactful communication of the EU's research and innovation policies and framework programmes, 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.

WE PROPOSE

The successful candidate will be working in a highly professional, motivated, friendly, and dynamic Unit of some 40 colleagues. He/she will join the Unit's external communication team, which is responsible for the production of Horizon Magazine, content for social media and other channels, press and media relations, the organisation of events and communication campaigns. He/she will be responsible for communication on specific policy files, in close cooperation with the relevant directorates in the DG. The tasks also include: assisting with the preparation of responses to media enquiries, lines to take and defensive points, and in providing support for media monitoring; sharing success stories and good practice examples from the R&I Framework Programme; assisting in monitoring the outcome (Key Performance Indicators - KPIs) of communication activities; assisting in organizing, coordinating and promoting R&I related events, also ensuring a sound management of requests under relevant EC Framework Contracts. The job will involve regular contacts with colleagues in RTD and other DGs, as well as other communication partners and multipliers. Since the Unit is in charge of the DG's communication strategy and leads communication activities for the whole DG, this post offers a unique opportunity to have a good overview of all aspects of R&I policy.



WE LOOK FOR

A pro-active and motivated colleague interested in making an active contribution to a busy unit responsible for communication on EU research & innovation policies. He/she should have a firm grasp of the overall political context in which the DG operates, excellent drafting skills, the ability to set priorities and work independently as well as to anticipate problems (i.e. to analyze complex and political topics). He/she should have an all-round communication profile, with specific experience in media relations and social media, and in contract management. The job requires excellent communication skills as well as a high degree of flexibility and versatility, including the ability to work under tight deadlines and having a helpful attitude towards colleagues. A strong sense of team spirit and a pragmatic approach towards problem-solving are particularly important. He/she should have a good knowledge of the Research and Innovation policies, of the Commission's working methods and procedures. Knowledge of corporate IT tools is an asset. Previous experiences within the European Institutions will be also considered an advantage, especially in contract management and financial procedures. Fluency in English is an advantage, as well as a very good knowledge of French. Understanding of any other EU language would be a clear asset. A strong communication background and a highly relevant work experience in for instance public communications or journalism are essential.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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 RTD-F4-CA-APPLICATIONS@ec.europa.eu indicating the call for interest reference EC/2024/RTD/389907 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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 provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG III**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 year**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

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\(2017\)6760](#) on policies for the engagement and use of contract agents.

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

³ Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this [address](#).



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.