



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](#).



Press and Information Officer

Team Leader

DG GROW of the European Commission

Selection reference: GROW/COM/2024/2375

Domain: Communication

Where: DG GROW Unit D.4 "Inter-institutional relations and outreach", Brussels

Staff category and Function Group: Temporary agent 2b

Grade: AD5 – AD8

Publication deadline: 20.12.2024 - 12.00 (Brussels time)

WE ARE

The overall mandate of the Directorate General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) is to create a deeper and fairer single market and provide a favourable framework for creating growth and jobs in Europe by helping European enterprises and industries to be globally competitive, innovative and sustainable, for the benefit of all European citizens.

DG GROW is particularly responsible for developing and managing policies relating to:

- the internal market for goods and services;
- industrial policy and competitiveness;
- innovation policy and policies to assist small and medium-sized enterprises with regards to their twin transition and resilience;

WE PROPOSE

Unit D.4 of DG GROW is seeking to hire one **Press and Information Officer - Team Leader**. We offer a very challenging and exciting position in a dynamic sector managing external outreach for DG GROW.

The successful candidate will have the following main tasks:

- Supervise the press team and engage on a daily basis with the Commission's Spokesperson service (SPP);
- Design strategic campaigns and narratives, including those involving the social media team;
- Coordinate with other communication units, particularly those within the cluster of Executive Vice-President Stéphane Séjourné.



The successful candidate will ensure effective and efficient coordination of the press team. She/he will also represent the DG in meetings at various levels within the Commission and accompany sectoral units outreach activities.

The position requires close liaison with all services of the Commission, including Cabinets, DG COMM and SPP.

Unit GROW.D.4 "Inter-institutional relations and outreach" is located in the Directorate 'Networks and Governance' and steers DG GROW's inter-institutional relations and outreach activities. Our method is to listen, understand and anticipate. In addition, the unit serves as the central node within DG GROW for all press related matters, as well as outreach through DG GROW's social media channels. The unit is composed of a multidisciplinary motivated team of about 20 colleagues working together in a very good and cooperative atmosphere. Its mission is twofold:

1/ Inter-institutional relations:

Manage and optimize DG GROW's relations with the Council of the EU and European Parliament, while steering files through the ordinary legislative procedure. To this end, the unit aims to interface with other units in DG GROW as well as with other Commission services.

2/ Outreach:

The unit is responsible for DG GROW's outreach and communication strategies with the aim of bringing the DG's policies closer to our audiences such as SMEs, industry stakeholders, national and regional administrations and citizens. The tasks include relations with the Spokesperson Service, other communication services of the Commission and with Cabinets as well as engagement of the many and diverse stakeholders of DG GROW.

WE LOOK FOR

A highly motivated and well-organised communications specialist to join our team. The ideal candidate will be able to work independently and have excellent drafting and analytical skills, as well as strong coordination skills. The selected candidate will have the ability to maintain diplomatic relations in a complex, fast-paced multicultural environment and will have a strong understanding of the Commission's communication goals and objectives.

Key Requirements:

- A minimum of 3 years of experience in a communications role, with a focus on production of press material and other communications content.
- Knowledge and experience in the areas of competence of DG GROW.
- Excellent interpersonal and coordination skills, to lead the DG GROW press team.
- Team leader experience.
- Proven experience in drafting and correcting press materials, including press releases, factsheets, defensives and lines to take. Experience in managing press relations, including responding to media inquiries, would be an asset.
- Excellent written and verbal communication skills in English, with the ability to create craft compelling messages and tailor them for various audiences. A good knowledge of French is also important.



- Experience in creating and implementing effective communications campaigns, including social media and video content.
- Experience in cooperation across Commission services and in creating constructive working relations. In this regard, previous experience in the SPP and/or Cabinet would be an asset.
- Ability to work under pressure, meet deadlines, and adapt to changing priorities in a fast-paced environment.



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 GROW-D4@ec.europa.eu indicating the selection reference **GROW/COM/2024/2375** 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.