

## CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

<b>DG COMMUNICATION is looking for a Secretary - Administrative agent in a Representation</b>	
<b>Function Group:</b>	<b>FGII</b>
<b>Post Number</b>	<b>290971</b>
<b>Place of Employment</b>	<b>Representation in France (Paris)</b>
<b>Deadline for applications:</b>	<b>15/12/2024</b>
<b>Contact person:</b>	<b>Jessica LARSSON, acting Head of Representation - Paris</b>
<b>Entity presentation (We are):</b>	<p>DG Communication (DG COMM), as a corporate communication and presidential service, promotes the policy priorities of the European Commission and contributes to bringing Europe closer to citizens. The Representations in all Member States play a crucial role in this. They:</p> <ul style="list-style-type: none"> <li>• 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, organisation and follow up of visits of the members of the College.</li> <li>• Represent the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens.</li> <li>• Provide country-specific economic and political information and analysis: 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.</li> <li>• Communicate on behalf of the Commission, in cooperation with the Spokesperson's Service, Representations</li> <li>• 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.</li> </ul>
<b>Job profile (We look for):</b>	<p>See job description enclosed.</p> <p>In particular:</p> <p><b>We propose</b></p> <p>Within the dynamic team of the Representation in Paris, a stimulating position as a Secretary - Administrative assistant attached to the deputy head of Representation and the political team. He/she will participate in the organisation of Commissioners' and senior officials of Institutions' visits in Paris and across France. Tasks offer a wide variety from internal coordination and communication, to organising events related to Commissioners' visits or for the Representation and liaising with external partners. He/She will also work closely with the political team to coordinate the briefing requests from headquarters and internally, provide support to the monitoring, the analysis and the reporting on the opinions concerning relevant EU issues and policies in the hosting member state. He/she will contribute to various administrative tasks.</p>

	<p><b>We look for</b></p> <p>He/she has experience in building partnerships and he/she demonstrates creativity, autonomy, proactivity and is a genuine team player. He/she has a good knowledge of the functioning of the European institutions and of the main European policies and programmes.</p>
<p><b>Recruitment policy:</b></p>	<p>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.</p>
<p><b>How to apply:</b></p>	<p>Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to contact</p> <p><a href="mailto:COMM-REP-FR-HR@ec.europa.eu">COMM-REP-FR-HR@ec.europa.eu</a></p> <p>mentioning in the subject of the message "Job title &amp; post number".</p>



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Local HR validation*)  
Job description version290971 in *COMM.DGA1.C.PA*  
Valid fromuntil

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGII

**Job title**

Secretary - Administrative assistant

**Domains**

**Generic domain**

COMMUNICATION and PUBLICATION

**Intermediate domain**

**Specific domain**

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official/temporary agent, assistance to the management of administrative issues and files of the Representation, take part in development of contacts with the national authorities, the political circle and the civil society.

**Legal disclaimer**

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

## Functions and duties

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Organisation of plannings, meetings, preparation and follow-up of missions.
- Assistance on all files related to administrative matters (prepare notes, reports, search and provide information, encode data, etc.)

### + COMMUNICATION and PUBLICATION

- Assist in presenting and explaining EU policies of the hosting member state.
- Assist in the preparation of files, briefings, speeches on the EU policies or on the political situation in the hosting Member state.
- Participate in briefings/meetings organised by the regional/national authorities, members of the civil society (business federations, NGOs, social bodies,...), embassies, international organisations and other relevant bodies/institutions.
- Organise events/conferences/seminars addressed to the civil society and the political circle; assist in managing the projects designed by the official.
- Draft replies to requests of information on EU policies as well as to petitions addressed or related to the EU.
- Present and spread project results during seminars, conferences and any other public presentations. Inform on best practices in order to facilitate experiences exchange. Contribute to publications production.

### + COMMUNICATION and PUBLICATION

- Provide all necessary assistance for the organisation of events, conferences and seminars.
- Participate in the organisation of Commissioners' visits and senior officials of Institutions.

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Preparation of reports, payment of bills, controls and analysis.
- Assistance in the management of calls for tenders.
- Preparation and follow-up of budget requests for trainings as well as of the purchase orders and contracts with the schools.

### + INFORMATION and DOCUMENT MANAGEMENT

- Follow-up and management of mail.

## Job requirements

### Experience"

#### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: less than 1 year

Qualifier: an advantage

#### + BUDGET and FINANCE, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: less than 1 year

Qualifier: desirable

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C1	C1	C1	C1	C1
English	B2	B2	B2	B2	B2

## **Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*  
*SECRETARIAL SUPPORT*  
*Secretarial methods and techniques*
- *HUMAN RESOURCES MANAGEMENT*  
*WORKING CONDITIONS*
- *COMMUNICATION and PUBLICATION*  
*THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION*  
*Communication and information strategy*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for OFFICE AUTOMATION*  
*Excel*  
*Outlook*  
*Word*  
*IT tools and systems for HRM*  
*MIPS (Missions Integrated Processing System)*  
*Sysper2: General*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*  
*Internal organisation of the Directorate General*

## **Competences**

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to understand and be understood*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Client orientation*
- *Prioritising and Organising*
- *Working with Others*  
*Ability to work in a team*  
*Confidentiality*
- *Leadership*  
*An awareness of and attentiveness to individual differences*

## **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:*