

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for Information and Communication Assistant (Digital Leader) in a Representation	
Function Group:	FGIII
Post Number	466379
Place of Employment	Vilnius (Lithuania)
Deadline for applications:	7/1/2025 at 12:00 CET
Contact person:	Ignotas SALAVEJUS, Head of Administration
Entity presentation (We are):	<p>The Representations in all Member States play a crucial role in promoting the policy priorities of the European Commission and contributing to bringing Europe closer to citizens. 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, organisation 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 Communication: 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>We look for a digital leader, who takes care of daily social media communication of the European Commission Representation in Lithuania and aids other communication related tasks. Responsibilities include communication strategies, project management, public procurement, creative concepts, copy writing, collaborations with influencers or other third parties, some graphic design and video editing, etc.</p> <p>For more details see job description enclosed.</p>
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:	<p>Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to ignotas.salavejus@ec.europa.eu, mentioning in the subject of the message "Job title & post number".</p> <p>Pre-selected candidates will be notified and will have to fill in, by 7 January 2025 at 12:00, FGIII CAST application at the following link: https://europa.eu/epso/application/passport/login.cfm?comp_id=5714.</p>



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version466379 in *COMM.DGA1.C.VL*
Valid from20/12/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Information and Communication Assistant

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 circle as well as the media, cooperate to the information and communication actions and projects management, administrative tasks relating to the job.

Legal disclaimer

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

Functions and duties

+ SOCIAL MEDIA

- *Develop creative concepts for social media campaigns, ensuring the EU's messaging is engaging and aligned with its communication objectives.*
- *Write compelling social media posts, creating clear and impactful content that resonates with diverse audiences.*
- *Collaborate with influencers and third parties to amplify the EU's messages, reaching a broader audience and fostering meaningful engagement.*

+ AUDIOVISUAL and (MASS) MEDIA

- *Create basic graphic designs and edit videos for social media, ensuring content is visually appealing and consistent with the EU's branding.*
- *Coordinate third-party production of audiovisual content, ensuring that external collaborators meet the EU's quality standards and deadlines.*
- *Oversee the production process, from concept to final output, to ensure audiovisual materials align with the EU's communication goals and messaging.*

+ COMMUNICATION and PUBLICATION

- *Contribute to Communication activities of the Representation. Participation in the analysis, redaction and sending of replies to requests from stakeholders.*
- *Searching and selection of information for the elaboration of briefings, speeches, reports, press releases, articles and preparation of communication actions and publications.*
- *Presentation and spreading of results from workshops, seminars, conferences and other public events. Identify and spread the best practices and facilitate the experiences exchanges.*
- *Management of the preparation and distribution of promotional material. Contribute to production of publications.*
- *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.*
- *Collect information from the television, radio programs and newspapers in order to write press reviews and/or replies to questions from the media addressed to the Representation.*

+ COMMUNICATION and PUBLICATION

- *Provide support in the control, analysis and reporting on opinions relating to important EU questions and politics in the Member state.*
- *Contribute to the elaboration of briefings, reports and other documents on EU questions and politics for headquarters or for internal use at the Representation.*

+ COMMUNICATION and PUBLICATION

- *Take part in the organization of events, press conferences, seminars, interviews, information campaigns, events, exhibitions, fairs,...*
- *Assistance in creating and implementing events of public relations, european campaigns (including fairs, exhibitions, publications)*
- *Preparation of meetings and organization of seminars for DG COMM networks.*

+ COMMUNICATION and PUBLICATION

- *Contribute to the management of the development and of the content of the website of the Representation, for issues relating to the membership sector.*
- *Updating, follow-up and maintenance of the homepage of the website (supplying, pictures, archiving).*

+ **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**

- *Contribute to the launching, management and follow-up of calls for tender/offers (elaboration of tender specifications, preparation of calls for tender, take part in the selection, the supervision, the execution of contracts, evaluation of the results as well as follow-up and control of expenses).*
- *Follow the implementation of projects and the service level of the project managers and partners and watch over respect of the contractual obligations (by periodical checkings, audits, reports and assistance measures).*
- *Carry over horizontal activities, concertation aspects and networking of relating programmes and projects.*

Job requirements

Experience"

+ PUBLIC RELATIONS, PRESS and JOURNALISM, AUDIOVISUAL and (MASS) MEDIA, CONFERENCES and EVENTS, EXTERNAL COMMUNICATION (general), SOCIAL MEDIA, COMMUNICATION and PUBLICATION

Job-Related experience: at least 3 years
 Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Lithuanian	C2	C2	C2	C2	C2
English	C1	C1	C1	C1	C1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Budgetary rules and procedures
Financial regulation and procedures
PROCUREMENT and CONTRACT MANAGEMENT
Calls for tender
PROCUREMENT
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
PROJECT MANAGEMENT
- **COMMUNICATION and PUBLICATION**
THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION
Communication instruments and techniques
PUBLIC RELATIONS, PRESS and JOURNALISM
PRESS and JOURNALISM
CAMPAIGNS
Campaigns and information actions
SOCIAL MEDIA
AUDIOVISUAL and (MASS) MEDIA
(WEB) EDITING, GRAPHIC DESIGN and (PHOTO) ILLUSTRATION
- **WORK/POLICY MANAGEMENT and COORDINATION (high level)**
BUSINESS MANAGEMENT and PLANNING
- **REPRESENTATION and NEGOTIATION**
RELATIONS with MEMBER STATES and CIVIL SOCIETY
Member States policies and structures

Competences

- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Client orientation
Pragmatism
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Sociability skills

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: