

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for Information and Communication Agent in a Representation	
Function Group:	FG II
Post Number	462581
Place of Employment	Representation in Stockholm
Deadline for applications:	30/01/2025
Contact person:	Anja Lund Hagberg, Head of Administration
Entity presentation (We are):	<p>DG Communication (DG COMM), as a corporate communication 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. 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 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):	See job description enclosed.
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 anja.lund-hagberg@ec.europa.eu , mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version462581 in *COMM.DGA1.C.ST*
Valid from10/12/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Information and Communication Agent

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

Specific domain

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Sensitive job

No

Overall purpose

Take part in the organisation of the Representation's external information and communication actions (digital campaigns, seminars, conferences, events etc), project management as well as handle administrative tasks. Manage, process and develop data (data bases, mailing lists, networks..). Assist in management support, budget and procurement processes, as well as general office management in order to contribute to the well functioning of the Representation.

Legal disclaimer

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

Functions and duties

+ COMMUNICATION and PUBLICATION

- Support and manage communication activities (digital and physical) in the Representation
- Assistance in the organisation of information campaigns, events, seminars etc
- Contribute to social media activities (provide content, use of basic tools for improved interaction etc)

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Coordinate the preparation of meetings, workshops, seminars and other events
- Ensure logistic support to the events and high-level visits - reservations, catering, security, transport etc
- Maintain the coordination of the unit's secretariat on administrative matters
- Coordinate the inputs and updates of Annual Work programme, including reporting

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Provide assistance to the management of calls for tenders/offers (elaboration of tender specifications, follow-up of files, manage the digital tools)
- Participate in the elaboration of selection reports, periodical checkings, audits, in the frame of the projects and contracts management.
- Keep an overview of the team's budget and contracts

Job requirements

Experience"

+ BUDGET and FINANCE, PROCUREMENT and CONTRACT MANAGEMENT, INFORMATION and DOCUMENT MANAGEMENT, INFORMATION and COMMUNICATION TECHNOLOGIES, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, MAIL HANDLING, COMMUNICATION and PUBLICATION

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Swedish	C2	C2	C2	C2	C2
English	B1	B1	B1	B1	B1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Budgetary rules and procedures
Financial regulation and procedures
PROCUREMENT and CONTRACT MANAGEMENT
PROCUREMENT
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Office administration
- *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
Organisation of meetings and conferences
- *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: