

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for a Secretary to the Head of Representation	
Function Group:	II
Post Number	469617
Place of Employment	Representation in Luxembourg
Deadline for applications:	24/04/2024 at 1200 h Brussels time
Contact person:	Mirco BUENNING, <i>Head of Administration</i>
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 Mirco.BUENNING@ec.europa.eu , mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Local HR validation*)
Job description version469617 in *COMM.C.LU*
Valid fromuntil

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Secretary - to the Head of Representation

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

Specific domain

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Sensitive job

No

Overall purpose

Ensure the secretariat of the Head of Representation and the general administrative support in order to contribute to the good 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

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Take note, write, prepare and clean notes; write and type correspondence of the Head of Representation and Deputy Head of Representation as appropriate.
- Carry out various administrative tasks as the planning, the filtering of the phone calls and the filling of documents.
- Ensure the good general administrative management of the Representation (coordination of secretaries, etc.).
- Organisation of trips, hotel reservations, transports, missions orders and costs declarations.
- Prepare the agenda of the weekly staff meetings and write the minutes

+ INFORMATION and DOCUMENT MANAGEMENT

- Follow-up of mail and emails of the Representation (recording, distribution, filling, archiving), handling of diplomatic pouch, mailing lists management, updating of addresses databases.
- Coordinate administrative documents and search for specific and thematic documents.
- Supervise the preparation of all medium for meetings to which the Head of Representation and/or the Deputy Head of Representation has to assist (including documental medium).
- Respect and follow related legal and administrative regulations and implementing guidelines.

+ INTERNAL COMMUNICATION (general)

- Contribute to a good communication within the Representation.
- Ensure the good internal coordination and communication between the Head of Representation, Deputy Head of Representation and the different teams.

+ LOGISTIC SUPPORT

- Ensure the logistical support in the organisation of meetings, lunches, exhibitions, conferences, visits : rooms reservations, gathering of working documents as well as the follow-up (minutes management, welcome and information to visitors).

+ MISSIONS, MEETINGS and VISITS (incl Protocol Service)

- Ensure coordination with protocol services of the European Commission and the Ministry of Foreign Affairs in case of high-level/VIP-visits
- Ensure coordination with the ministries in case of high-level/VIP visits
- Prepare the agenda of Commissioner visits and facilitate the organisation of meetings in the frame of such visits

Job requirements

Experience"

+ INFORMATION and DOCUMENT MANAGEMENT, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

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

Knowledge

- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
 - Administration*
 - Administrative support*
 - SECRETARIAL SUPPORT**
 - Secretarial methods and techniques*
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - IT tools for OFFICE AUTOMATION**
 - Excel*
 - Outlook*
 - Powerpoint*
 - Word*
 - IT tools and systems for HRM*
 - MIPS (Missions Integrated Processing System)*
 - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
- **INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)**
 - Missions and mandates of the Directorate General*
 - Internal organisation of the Directorate General*

Competences

- **Analysing and Problem Solving**
 - Ability to conceptualise problems, identify and implement solutions*
 - 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*
- **Prioritising and Organising**
- **Resilience**
 - Stress resistance*
- **Working with Others**
 - Ability to work in a team*
 - Confidentiality*
 - Diplomatic skills*
- **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: