

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

| DG COMMUNICATION is looking for INFORMATION and COMMUNICATION ASSISTANT | |
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| Function Group: | FG III |
| Post Number | 473868 |
| Place of Employment | Representation in Estonia (Tallinn) |
| Deadline for applications: | 14/04/2025 |
| Contact person: | Annika AAS, 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 annika.aas@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 version473868 in *COMM.C.TA*
Valid from25/03/2025until

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

+ 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.*
- *Coordination of the Europe Direct network in Estonia (Europe Direct centers, Team Europe, EULC, European Document Centers) - contractual issues, conducting procurements and monitoring and supporting the implementation of action plans, organizing trainings and meetings, daily contact with and advising network members.*

+ 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"

+ EU and POLITICS (general), PUBLIC RELATIONS, PRESS and JOURNALISM, COMMUNICATION and PUBLICATION, CONFERENCES and EVENTS, EXTERNAL COMMUNICATION (general)

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

| | Listening | Reading | Spoken interaction | Spoken production | Writing |
|----------|-----------|---------|--------------------|-------------------|---------|
| Estonian | C2 | C2 | C2 | C2 | C2 |
| English | B2 | B2 | B2 | B2 | B2 |

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
- **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: