



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



SPEECHWRITER

Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) of the European Commission

Selection reference: ECHO/COM/2025/687

Domain: COMMUNICATION

Where: Unit ECHO.01 – Communications, events and briefings, Brussels

Staff category and Function Group: Administrator - Temporary agent 2b

Grade: AD 5-8

Publication deadline: 30.04.2025 - 12.00 (Brussels time)

WE ARE

Unit 01 develops and implements the communication strategy of Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) to promote EU humanitarian aid and civil protection actions, as well as the role of the European Union as the leading donor in humanitarian aid and its role in emergency and disaster response. The unit is guided by and actively contributes to the implementation of the Commission's overall corporate communication priorities. The unit supports DG ECHO's advocacy activities, including raising awareness about and promoting humanitarian principles and International Humanitarian Law. The unit supports communication and media activities of the Commissioner for Equality, Preparedness and Crisis Management. In cooperation with the Spokesperson's Service, the Unit develops, supports and implements the media strategy. The unit's communication officers are part of the 24/7 duty system to perform communication tasks when a sudden emergency or crisis occurs, with the support of a network of Regional Information Officers in the field. The unit organises and coordinates large-scale events (such as the European Humanitarian Forum and the Civil Protection Forum), as well as awareness and engagement campaigns on EU humanitarian aid and civil protection. The unit manages a broad portfolio of online, social media and audio-visual tools. Under the guidance of DG HR as the domain leader, the unit develops and implements the internal communication strategy. The unit provides speeches for the Commissioner as well as coordinates and edits briefings for the Commissioner and the Director General involving several directorates.



WE PROPOSE

We propose a vacancy for a speechwriter. The colleague will be part of Unit ECHO.01, but under a direct steer by the Commissioner for Equality, Preparedness and Crisis Management and her team. The main responsibility of the speechwriter is drafting keynote speeches, contributions for speeches and speaking points for the Commissioner. This role entails daily collaboration with the Commissioner's team, and with relevant geographical and thematic colleagues across DG ECHO and other services where relevant.

The speechwriter will also be requested to develop lines to take and related materials intended for the Commissioner's contacts with media, including providing answers to media queries and drafting articles for publication in media, opinion pieces and related material for publication related to the Commissioner's mandate and activities.

The speechwriter will also contribute to communication actions for priority activities as defined in DG ECHO's annual communication strategy. These tasks include editorial support and content coordination for general media outreach, publications, campaign concepts, etc. The colleague may also be tasked to contribute to developing and promoting strategic relationships with key partner organisations for joint communication. This entails devising, steering and monitoring joint communication actions and awareness raising campaigns with partner organisations.

The colleague may be requested to represent the Commission and DG ECHO and promote its activities, namely giving presentations to external groups, such as students, groups of visitors and similar, contributing to events and developments with a public outreach component by devising and implementing DG ECHO's visibility.

Since this is an area of work that deals with emergencies, colleagues working in ECHO.01 may be requested to work occasionally outside working hours, including weekends.

WE LOOK FOR

We are looking for a candidate that will have:

- At least five years of experience in communication and publication and specifically in speechwriting is essential.
- At least two years of professional experience in EU institutions is essential.
- Knowledge of the EU's civil protection and humanitarian aid operations is desirable.
- Outstanding communications skills, with excellent drafting expertise and a proven track record of writing speeches and communications material.
- Ability to deliver to tight deadlines and manage different priorities, while being flexible under pressure and open towards new demands.
- Strong capacity to analyse and present complex issues in a way that is accessible to wider audiences, accurately and free of jargon.
- Ability to adapt drafting style depending on the speaker, audience and context.
- Creativity is regarded an asset.
- Ability to plan ahead and report back on activities.
- Self-motivated and able to work both autonomously and in a team.
- A native level of command of English and French is required.



HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to ECHO-01-APPLICATIONS@ec.europa.eu indicating the selection reference ECHO/COM/2025/687 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of 2 of the 24 official languages of the EU as required in the vacancy notice (English and French) ¹
- AND a satisfactory knowledge (minimum level B2) of a third official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.