



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, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas or move between different policy areas in your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

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

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers **non-permanent** positions. 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](#)



Information and Communication Assistant

in DG COMM of the European Commission

Job title: Information and Communication Assistant - attached to the Press Officer in a Representation

Domain: COMMUNICATION and PUBLICATION

Where: COMM.C.BR – DG COMM Representation in Slovakia / Bratislava

Function Group: FG III

Contract Type: 3a

Express your interest until: 12.05.2025 - 12.00 (noon, Brussels time)

WE ARE

We are DG COMM, EC Representation in Slovakia / Bratislava.

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:

- 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.



WE PROPOSE

DG COMM, EC Representation in Slovakia / Bratislava is seeking to hire an Information and Communication Assistant - attached to the Press Officer in a Representation. This position also acts as the Digital Leader.

JOB DESCRIPTION: 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 the management of the development and of the content of the website of the Representation, for issues relating to the membership sector.
- Update, follow-up and maintain the homepage of the website (supplying, pictures, archiving).

COMMUNICATION and PUBLICATION

- Carry out the day-to-day management of internal and external websites.
- Ensure the quality control of web sites and web pages contents; verify that information is regularly updated.
- Monitor the coherence of the structure, the methods of navigation and the content of the websites.
- Coordinate the various internal or external participants of the editorial chain. Provide guidance to authors in the preparation of contents for web publication.
- Edit documents for electronic publication. Find or create illustrations (graphs, symbols, etc.).
- Continuously review the Representation website and take all necessary steps to ensure that the content remains informative, accurate and up-to-date.

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, supervision, 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 programs and projects.

COMMUNICATION and PUBLICATION

- Revise and prepare press releases, speaking points, mails and briefings as well as articles in



order to promote and protect EU interests, values and politics in the national/regional/local press and media.

- Contribute to communication activities of the Representation. Participation in analysis, redaction and sending of replies to requests from stakeholders.
- Searching and selection of information for 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

COMMUNICATION and PUBLICATION

- Gather information from television, radio programs and newspapers to write press releases.
- Brief journalists and respond to oral and written questions to the Representation by the press and the media. Observe the line defined by the Representation or the Spokesperson.
- Take part in the organization of events, press and media conferences, seminars, interviews, information campaigns, exhibitions, fairs.
- Assistance in creating and implementing events of public relations, European campaigns (including fairs, exhibitions, publications)

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Contribute to the elaboration of reports, analysis, briefings and other documents on EU questions and politics for the Representation and the headquarters.
- Provide support in the control, analysis and reporting on opinions relating to important EU questions and politics in the Member state.
- Manage data bases for contacts with the press, the journalists and professional networks.

WE LOOK FOR

We are looking for an Information and Communication Assistant profile.

Eligible candidates will be considered for the selection phase on the basis of the following criteria:

- Relevance of the education and of the professional experience;
- Ability to communicate fluently in a national language of the country according to the place of assignment, as well as knowledge of the local context;
- High quality drafting and communications skills;
- Ability to work effectively in teams;
- Job-Related experience: at least 3 years, Qualifier: desirable;
- Language: Slovak C1, English B2

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

(Reference: Call for interest REP-BRA-FGIII-2025)



1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. You should send your documents in a single pdf in the following order:
 1. your CV
 2. completed application form.Please send these documents by the publication deadline to **natasa.foltanova@ec.europa.eu** indicating the call for interest reference REP-BRA-FGIII-2025 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹ (**Slovak** language for this position)
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties (**English** language for this position)

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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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 provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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 **Bratislava**.

The successful candidate will be engaged as a **contract agent under Article 3(a) of the [Conditions of Employment of Other Servants](#), in function group FG III**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the contract:

Initial contract of 3 years, possible consecutive extensions of 5 years and then indefinite duration are subject to an assessment of the staffing situation of Representations at that time.

³ Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this [address](#).



The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group III 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.