

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for an administrative agent – to the Head of Representation and Office Manager- in a Representation	
Function Group:	FG II
Post Number	52070
Place of Employment	Representation in Stockholm
Deadline for applications:	26/05/2025
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 Annika.Wappling-Korzinek@ec.europa.eu and cc COMM-REP-SE-RECRUITMENT@ec.europa.eu mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version7 (Active)
Job description version52070 in COMM.C.ST
Valid from14/05/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Administrative Agent - to the Head of Representation and Office Manager

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, including management support, budget and procurement processes, as well as general office management in order to contribute to the well functioning of the Representation. Coordination of administrative and secretarial support in the Representation, logistics and support for communication events, handling of high-level visits, contacts with authorities and headquarter, registry and document handling.

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

- Open, register and filter incoming mail, route mail to appropriate individuals and keep mailing lists up to date.
- Assist in handling missions, holidays, leave and absence records.
- Ensure the good general administrative management of the Representation (coordination of secretaries, etc.).
- Organisation of trips, hotel reservations, transports, missions orders and costs declarations.
- Provide assistance with the management of the service by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar.
- agendas, organisation of lunches, meetings, events, conferences, seminars, visits (rooms planning's and reservations, timetable)

+ INFORMATION and DOCUMENT MANAGEMENT

- Follow-up of mail and emails of the Representation (recording, distribution, filing, 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)

- Welcome, direct and inform visitors from outside the Commission.

+ EXTERNAL COMMUNICATION (general)

- administrative support on organisation of information actions, seminars, events, acts, publications
- visits organisation

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
Swedish	C2	C2	C2	C2	C2

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

Knowledge

- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
 - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
 - Administrative rules and procedures of the Institution
 - SECRETARIAL SUPPORT
 - Secretarial methods and techniques
- IT TOOLS for SPECIFIC APPLICATION AREAS
 - IT tools for OFFICE AUTOMATION
 - Excel
 - Outlook
 - 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
 - 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
 - Client orientation
- 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: