



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 of move between different policy 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 Sweden¹. 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](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Information and Communication Agent

in DG COMM of the European Commission

Job title: Information and Communication Agent

Domain: Communication

Where: DG COMM, Commission Representation in Berlin/Germany (COMM.C.BE.BE)

Function Group: FG II

Contract Type: 3a

Express your interest until: 06.06.2025 - 12.00 (noon, Brussels time)

WE ARE

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

The Commission Representation in Berlin/Germany is seeking to hire one Contract Agent as Information and Communication Agent for its Public Relations Team. The jobholder will support all communication activities of the Representation.



This includes:

- *support of the communication activities of the Representation, including the elaboration and implementation of DG COMM headquarter communication campaigns, events in the “Erlebnis Europa” and the European House in Berlin as well as the maintenance and expansion of partner networks including administrative assistance (such as update of databases and mailing lists);*
- *assistance in the organisation of events, seminars, interviews, information campaigns, exhibitions, fairs and similar;*
- *clerical and secretarial tasks, office management and other equivalent tasks, performed under the supervision of officials or temporary staff*
- *preparation and giving of short presentations on the EU for different target groups in German and English;*
- *contribution to social media activities in coordination with the Digital leader in the Representation. This may include content input, posting of content, advising on responses to social media comments and using basic digital tools for better analysis and outreach;*
- *project management, including planning, implementation, and evaluation of ad hoc and long-term projects of the Representation;*
- *contribution to procurement and contract management, assistance in or preparation of financial commitments (elaboration of tender specifications, follow-up of files, etc.), including participation in the elaboration of selection reports.*

WE LOOK FOR

Applicants should have strong written and oral communication skills, operational experience in the above-mentioned fields and a good understanding of public procurement and grants.

Candidates should be dedicated team players but also have the ability to work in a proactive and autonomous way and to deliver structured high-quality results in a timely manner. An excellent level of German and English is required. Good computer skills and eagerness to learn something new are basic requirements.

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:

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 juergen.gmelch@ec.europa.eu indicating the call for interest reference 432908 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 EU²
- AND have a satisfactory knowledge (minimum level B2)³ of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

² 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).

³ 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>).



The selecting unit chooses from the EPSO database⁴ 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.

⁴ Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this [address](#).



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 **Berlin**

The successful candidate will be engaged as a **contract agent under Article 3a of the [Conditions of Employment of Other Servants](#), in function group FG II**. 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 initial contract will be of a duration 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.

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 II must 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.



EUROPEAN COMMISSION

Job Description Form

Job description version9 (*Active*)
Job description version432908 in *COMM.C.BE.BE*
Valid from01/12/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Information and Communication Agent

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 as well as help with the administrative tasks.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ COMMUNICATION and PUBLICATION

- *Support the communication activities of the Representation.*
- *Various administrative assistance in the analysis, searching and redaction of reports and replies to the different questions of the stakeholders.*
- *Information searching and preparation of documents in order to elaborate briefings, speeches, reports or for workshops, seminars, conferences or other public events.*
- *Participate to the collection of information from television, radio programs and newspapers.*
- *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.*

+ COMMUNICATION and PUBLICATION

- *Various administrative assistance in the control, analysis and reporting of opinions relating to important EU questions and politics in the member State.*
- *Information searching and preparation of documents relating to briefings and reports on EU questions and politics for headquarters or for internal use at the Representation.*

+ COMMUNICATION and PUBLICATION

- *Assistance in the organization of events, press conferences, seminars, interviews, information campaigns, events, exhibitions, fairs, ...*
- *Administrative tasks linked to the preparation and organization of meetings and seminars for DG COMM networks.*
- *Organization of visits of journalists and other press groups. Support visits of Commissioners and all officials.*

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Ensure all tasks of administrative support.*
- *Manage data bases, mailing lists,...*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide all useful assistance to the management of calls for tenders/offers (elaboration of tender specifications, follow-up of files,...)*
- *Participate in the elaboration of selection reports, periodical checkings, audits,... in the frame of the projects and contracts management.*

Job requirements

Experience"

+ PROCUREMENT and CONTRACT MANAGEMENT, MAIL HANDLING, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, COMMUNICATION and PUBLICATION, BUDGET and FINANCE, INFORMATION and DOCUMENT MANAGEMENT, INFORMATION and COMMUNICATION TECHNOLOGIES

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	B2	B2	B2	B2	B2
German	C2	C2	C2	C2	C2

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	A2	A2	A2	A2	A2

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *Budgetary rules and procedures*
 - *PROCUREMENT and CONTRACT MANAGEMENT*
 - *PROCUREMENT*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
 - *ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
 - *Office administration*
 - *Administrative rules and procedures of the Institution*
- *INFORMATION and DOCUMENT MANAGEMENT*
 - *DOCUMENT MANAGEMENT*
 - *Filing and recording*
 - *MAIL HANDLING*
 - *Registration of mail and documents*
- *COMMUNICATION and PUBLICATION*
 - *EXTERNAL COMMUNICATION (general)*
 - *Rules and procedures for the processing and dissemination of data to various external requesters*
 - *CONFERENCES and EVENTS*
 - *Conferences, exhibitions, meetings*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
 - *Ares*

Competences

- *Communicating*
 - *Ability to understand and be understood*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Client orientation*
 - *Conscientiousness*
 - *Eye for detail / Accuracy*
 - *Financial management skills*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Planning capacity*
- *Working with Others*
 - *Ability to work in a team*

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: