



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.

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 OFFICER – MEDIA

in DG COMM of the European Commission

Job title - INFORMATION AND COMMUNICATION OFFICER – MEDIA

Domain: **DG COMM**

Where: Regional Representation in Milan – Italy

Function Group: FG IV

Contract Type: 3a

Express your interest until: 14.07.2025 – 12.00 (noon, Brussels time)

WE ARE

The Regional Representation in Milan is a Section of the Commission Representation in Italy, within the DG Communication network of offices in all 27 Member States, working under the authority of the President. The Regional Representation broadly covers the Northern part of the country, from Valle d'Aosta to Emilia Romagna. The key tasks of a Representation include political reporting and networking; cooperation and liaising with the media; and implementation of the Commission's communication priorities, in line with the political guidelines of the von der Leyen Commission, as well as with the future communication needs. In Italy, our activities are especially designed to stimulate an informed debate on EU matters, as well as to improve the public perception of the Commission in the country, by promoting EU policies and achievements and by contrasting disinformation. In order to maximize the effectiveness of our communication activities in an important part of the country, the Milan office works in close cooperation with the regional and local authorities and media, universities, civil society as well as the Liaison Office of the EP (EPLO Milan).

WE PROPOSE

A challenging and stimulating position of Press/Communication officer to initiate, manage and supervise the implementation of media and communication actions aimed at raising awareness of EC policies at regional level. Working directly with the Head of the Regional Representation and under the supervision of the Head of the Representation in Italy, in full cooperation with the team for press and media and with the SPP, s/he will establish contacts with both the local media and the national press based in the North of Italy, as well as entities such as professional bodies, media training organisations, local authorities, representatives of the civil society, universities. These activities will be in line with the country strategy, in agreement with the Head of the Regional Representation, and coordinated with other relevant teams of the Representation. S/he will proactively organise media activities for Commissioners, in strict cooperation with the Cabinets and with SPP, and for other Commission representatives and spokespersons whenever appropriate. Work



will include the organization of press points, training and visits to Brussels for journalists, specific partnerships with local media and participation in the network of Press Officers of the Representations. S/he will contribute to the development of media and communication campaigns on policies related to Economic and Financial sectors and – in this frame- will prepare material for the media in coordination with the SPP and with the Economic counselors of the Representation. S/he will contribute to drafting reports for the headquarters on economic and political developments taking place in the North of Italy with the supervision of the Head of the Regional Representation. S/he will contribute to various communication actions of the Representation in Italy, including public speaking at events, running communication campaigns and events, promoting EU-funded success stories and social media actions of the Representation (@EuropaInItalia), as well as drafting and supervising various communication material. S/he will also contribute to defining annual budget requirements for the media and audiovisual activities.

WE LOOK FOR

We are looking for a highly motivated, dynamic and flexible team player with a sound grasp and a very good understanding of Italian economics, politics, media landscape and society. University degree in economics, law, politics, European studies, communication or public administration would be an advantage. At least two years' experience in media-related activities will be essential. Candidates should be familiar with the communication priorities and instruments of the Commission, as well as its policies and financial procedures and should be fluent in English and Italian, have very good communication and organisational skills and be ready to interact with a wide variety of partners both within and outside the EU institutions. Frequent missions within the North of Italy and occasional missions to Brussels and to Rome are part of the work.

A priority will be given to the lowest represented gender in order to achieve a gender balance.

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 chiara.rocco@ec.europa.eu indicating the call for interest reference 472033 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 education which corresponds to completed university studies of at least three 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.

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.

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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

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.

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 **Milan**.

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 IV**. 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 is an **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 the Representation at that time**.

Contract agents recruited in Function Group IV have to successfully complete a 9-month probationary period.

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



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 version1 (*Local HR validation*)
Job description version472033 in *COMM.C.RO.MI*
Valid fromuntil

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Information and Communication Officer

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

Specific domain

EXTERNAL COMMUNICATION (general)

Sensitive job

No

Overall purpose

Under the supervision of the Head of the Regional Representation, participate to the development of contacts in the political and socio-economic national circle as well as with the media at national, regional and local level and cooperate to the management of information and communication actions and projects aiming the public opinion.

Legal disclaimer

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

Functions and duties

+ COMMUNICATION and PUBLICATION

- *Initiate, control and supervise the implementation of information and communication actions (Citizens' Dialogues, Europe Day, thematic campaigns, Café Europa, conferences, seminars, panel discussions, etc.) aiming the sensibilisation of policies and actions of the EU in the Member State; evaluate the impact when the action is completed.*
- *Maintain contacts and regular intensive exchanges with all the stakeholders as well as write and send replies to all their queries.*
- *Ensure actions synergy between the networks: Europe Direct Information Centers, Team Europe and European Documentation Centers.*
- *Assist and advise hierarchical superiors vis-à-vis the media during interviews or conferences or during meetings with local authorities.*
- *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.*
- *Execute and support communication activities by ESOs.*

+ COMMUNICATION and PUBLICATION

- *Collect information and documents and prepare speeches and presentations.*
- *Inform and advise staff of the Representation and/or headquarters on information collected into the media, television programmes, in economical and socio-political circles or through information networks.*
- *Collect information from the television, radio broadcasts and newspapers in order to write press releases and/or replies to questions the media send to the Representation.*

+ COMMUNICATION and PUBLICATION

- *Organise and/or participate to information and cultural actions (press conferences, interviews, briefings, events, fairs, exhibitions, publications, sensibilisation campaigns,...)*
- *Improve cooperation, coordination and promotion of all DG COMM networks aiming to rationalise networks at the level of the Member State.*

+ COMMUNICATION and PUBLICATION

- *Contribute to the management of the development and of the content of the website of the Representation.*
- *Define and elaborate concepts, messages, information material for fairs, exhibitions and conferences.*
- *Create or modify the content of publications, internet sites and televisual, audiovisual and promotional material.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Contribute to the definition of the useful budget for activities to be organized. Act as operational initiator agent in the frame of financial procedures for actions launched.*
- *Provide technical assistance to the administrative sector on budgetary questions*
- *Prepare calls for tenders/offers.*
- *Manage information, communication and publications projects thanks to framework contracts and tenders including selection, negotiation and control of operational and contractual aspects of the projects.*
- *Ensure evaluation and exploitation of project results.*

Job requirements

Experience"

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

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Italian	C2	C2	C2	C2	C2
English	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *FINANCIAL and BUDGETARY MANAGEMENT*
 - *Financial regulation and procedures*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
 - *PROJECT MANAGEMENT*
- *COMMUNICATION and PUBLICATION*
 - *THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION*
 - *Internal and external information and communication rules and procedures*
 - *PUBLIC RELATIONS, PRESS and JOURNALISM*
 - *National and regional media*
 - *MISSIONS, MEETINGS and VISITS (incl Protocol Service)*
 - *Organisation of visits and presentations*
 - *CONFERENCES and EVENTS*
 - *Organisation of fairs, exhibitions and public events*
 - *Events management*
- *WORK/POLICY MANAGEMENT and COORDINATION (high level)*
 - *BUSINESS MANAGEMENT and PLANNING*
- *COHESION POLICY (EU/national level)*
 - *Economic development policies at national or regional level*

Competences

- *Analysing and Problem Solving*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Ability to understand and be understood*
 - *Capacity to communicate technical or specialised information*
 - *Capacity to present issues to an audience*
 - *Drafting skills*
 - *Feel at ease in public*
- *Prioritising and Organising*
 - *Coordination skills*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Diplomatic skills*
 - *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: