



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 & Communication assistant

in DG COMM of the European Commission

Job title: Communication assistant

Domain: Communication

Where: Representation of the European Commission in The Netherlands

Function Group: FG III

Contract Type: 3a

Express your interest until: 27.06.2025 - 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. The Representation in The Netherlands is based in Europe House, located in the centre of The Hague. Our 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, organising events and communication campaigns and by explaining the policy priorities of the Commission in a local context.

WE PROPOSE

The Representation in The Netherlands is seeking to hire one communication assistant.

The successful candidate will report to the team leader for Communications and will be responsible for coordinating and executing our public events and participation in public festivals, including planning, organization, logistics and managing event budgets. S/he will also be expected to collaborate with stakeholders to ensure successful event execution and with the Representation's



press and media team for the digital strategy for the events.

Other tasks include taking part in the Representation's network of Dutch partners active in public communication on European affairs, facilitating workshops/giving presentations to groups visiting Europe House and supporting the implementation of communication campaigns.

WE LOOK FOR

The ideal profile for the job is a proactive team player with a keen interest in European integration and proven experience of at least three years of events organising, project management and strategies for effective online engagement around public events. Skills relating to content creation for online platforms are considered an asset.

The working languages for this post are Dutch and English (minimum level C1).

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 comm-nl-recruitments@ec.europa.eu indicating the call for interest reference **XX:XX/XXXX** 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
- 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.

➤ 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

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>).



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 (Dutch).

³ Therefore, candidates who did not pass already a CAST on the level Function Group III, 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 **The Hague, The Netherlands**.

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 **first contract will be 3 years**. The contract may be renewed in the interest of the service for a definite duration. If a second renewal of the contract is in the interest of the service, the contract will be for an indefinite duration.

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.



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version330594 in *COMM.C.LH*
Valid from24/04/2020until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Information and Communication Assistant

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, administrative tasks relating to the job.

Legal disclaimer

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

Functions and duties

+ COMMUNICATION and PUBLICATION

- *Contribute to Communication activities of the Representation. Participation in the analysis, redaction and sending of replies to requests from stakeholders.*
- *Searching and selection of information for the 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.*
- *Management of the preparation and distribution of promotional material. Contribute to production of publications.*
- *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.*
- *Collect information from the television, radio programs and newspapers in order to write press reviews and/or replies to questions from the media addressed to the Representation.*

+ COMMUNICATION and PUBLICATION

- *Provide support in the control, analysis and reporting on opinions relating to important EU questions and politics in the Member state.*
- *Contribute to the elaboration of briefings, reports and other documents on EU questions and politics for headquarters or for internal use at the Representation.*

+ COMMUNICATION and PUBLICATION

- *Take part in the organization of events, press conferences, seminars, interviews, information campaigns, events, exhibitions, fairs,...*
- *Assistance in creating and implementing events of public relations, european campaigns (including fairs, exhibitions, publications)*
- *Preparation of meetings and organization of seminars for DG COMM networks.*

+ 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.*
- *Updating, follow-up and maintenance of the homepage of the website (supplying, pictures, archiving).*

+ 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, the supervision, the 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 programmes and projects.*

Job requirements

Experience"

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

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Dutch	C1	C1	C1	C1	C1
English	B2	B2	B2	B2	B2
French	A2	A2	A2	A2	A2

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Budgetary rules and procedures
Financial regulation and procedures
PROCUREMENT and CONTRACT MANAGEMENT
Calls for tender
PROCUREMENT
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
- *COMMUNICATION and PUBLICATION*
THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION
Communication instruments and techniques
EXTERNAL COMMUNICATION (general)
Publications rules, procedures and process in the Institution
PUBLIC RELATIONS, PRESS and JOURNALISM
PRESS and JOURNALISM
CAMPAIGNS
Campaigns and information actions
- *WORK/POLICY MANAGEMENT and COORDINATION (high level)*
BUSINESS MANAGEMENT and PLANNING
- *REPRESENTATION and NEGOTIATION*
RELATIONS with MEMBER STATES and CIVIL SOCIETY
Member States policies and structures

Competences

- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Client orientation
Pragmatism
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
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: