

#### 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 jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout 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<sup>1</sup>. 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:

- <u>temporary agents</u> are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- <u>contract agents</u> 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

<sup>&</sup>lt;sup>1</sup> 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 Assistant - Audiovisual expert

## Directorate-General Joint Research Centre (DG JRC) of the European Commission

Selection reference: JRC/COM/2025/2842

Domain: Science and Research

Where: Unit JRC.01 - "Communication Unit", Ispra or Brussels

**Staff category and Function Group**: Temporary agent 2d –Assistant

**Grade range:** AST1-3

**Publication deadline**: 10.12.2025 - 12.00 (Brussels time)

#### **WE ARE**

As the science and knowledge service of the European Commission, the Joint Research Centre (JRC) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society. We provide anticipatory capacity, solid expertise and ability to propose and implement interdisciplinary research. The activities are carried out in collaboration with relevant Commission Services, national and international organisations and stakeholders. At the JRC we organise our work in portfolios which are the main building blocks of our multi-annual work programmes. The JRC is located in five Member States (Belgium, Germany, Italy, the Netherlands and Spain). More information about the JRC and its portfolios can be found at: Science for policy - The Joint Research Centre: EU Science Hub

The current vacancy is in the Communication Unit (JRC.O1) of the JRC. The Unit reports directly to the JRC Director- General, and its mission is to ensure that JRC work is communicated to its internal audiences and to the Commission's external audiences, fit for purpose, in order to create impact. The Unit helps shaping the narrative for the JRC in its strategic positioning within the Commission and towards other stakeholders. It defines strategic communication priorities for the JRC and plans, coordinates and delivers subsequent communication actions working hand in hand with the JRC Communication Community, including the network of Communication Coordinators (CoComs) and other communication networks in JRC. The Unit continuously develops and improves the tools and competences to optimise communication.

The post will be located either in Ispra or Brussels. The location will be agreed with the selected candidate.

#### **WE PROPOSE**

The unit is looking for an audiovisual expert to join the visual communication team. The team is made of 11 people based mainly in Ispra and in Brussels.

We work cross-unit and cross-organisation and look for a colleague who embraces this



collaborative and proactive approach. We propose a family-friendly working environment, with online collaboration and occasional travel.

The candidate will be part of a dynamic and motivated visual communication team and working very closely with other teams, especially the external communication and content team. The jobholder will:

- Develop audiovisual products (videos, animations, teasers, photo reportages and similar audiovisual products) from concept to finish;
- Film and edit videos and prepare products for publication (including for social media platforms);
- Edit and adapt draft scripts and storyboards for videos;
- Co-create and implement a video strategy to help us achieve JRC's communication goals;
- Plan, coordinate and execute audiovisual projects to make sure they are delivered on time, to the highest quality standards and aligned with the corporate rules and visual identity;
- Make photo reportages of JRC events, facilities and staff, including photo shooting, post-production and selection for publication;
- Create and update guidelines and offer expert advice to our scientific units on AV products to ensure that all JRC videos are consistent, follow corporate standards and maintain high quality;
- Deliver training sessions to JRC staff to enhance their skills in filming or editing videos;
- Coordinate the work of external contractors for production of AV products;
- Coordinate and participate in the visual communication networks within the JRC and the EC;
- Work autonomously and collaboratively with the visual communication team, the social media team and other teams;
- Stay up-to-date with the latest trends in video production, copywriting and AV content creation.

#### **WE LOOK FOR**

We are looking for a dynamic, enthusiastic, creative, well organised and stress resilient Audiovisual expert. This is a role for someone who combines technical audiovisual skills with creative content creation and can take on the responsibilities of planning, creating and delivering innovative audiovisual productions.

Candidates are required to include a link to their online portfolio in their application, specifying their role in each audiovisual production.

The successful candidate has:

- Proven experience in the field of audiovisual production of at least 3 years;
- Strong mastery of the video production cycle from concept to dissemination, including (video) project management skills;
- Advanced filming and editing skills for smaller video productions;
- Practical knowledge of audiovisual equipment such as DSLR and mirrorless cameras and lenses, smartphones, camera tripods, teleprompters, lights and gimbal stabilisers, among others;
- Photo-shooting and photo-editing skills;
- Excellent knowledge of the Adobe Creative Suite software for video/photo editing and colour correction, such as Adobe Premiere Pro, Illustrator and Photoshop. After Effects would be a plus;
- Very good writing skills and experience in drafting scripts and storyboards for audiovisual products,



- Excellent command in English, and a very good command of another official EU language.
- Good understanding of different video formats, including familiarity with social media formats and platforms;
- Ability to work collaboratively with people from diverse disciplines also remotely across the JRC sites;
- Ability to deliver high quality work in a structured way;
- Proven track record of delivering results in a fast-paced environment;
- Ability to adapt to changing priorities and work effectively under pressure;
- Positive, friendly attitude and willingness to learn and take on new challenges;
- Strong customer orientation and ability to understand clients' needs and to propose targeted solutions;
- Strong motivation, enthusiasm and a team-player mentality;
- Result-focused mindset.



#### **HOW TO EXPRESS YOUR INTEREST?**

You should send your documents in a single pdf in the following order:

1. your CV 2. completed application form.

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 temporary 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 post
- Produce the appropriate character references as to suitability for the performance of the duties.

#### **Oualifications:**

In order to be recruited for this position, you must have at least

- a level of post-secondary education attested by a diploma, or
- 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. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

#### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>2</sup>
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

#### What about the selection steps?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

<sup>&</sup>lt;sup>2</sup> 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).



In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority<sup>3</sup>. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

For temporary agents under Article 2(a) of the <u>Conditions of Employment of Other Servants</u>, the post is published directly on the EPSO website, without mandatory prior internal publication.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase 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 another language.

#### 2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical checkup, carried out by the Commission.

#### > Type of contract and working conditions

The place of employment will be Ispra or Brussels - will be agreed with the selected candidate.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(d) of the** <u>Conditions of Employment of Other Servants</u>, in function groups AD, AST or AST/SC.

<sup>3</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or interinstitutional vacancy portal).

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#### Grade

The recruitment grade, as well as the step in that grade, will be determined in accordance with <u>Commission Decision C(2025)4716</u> on policies for the engagement and use of temporary agents and with <u>Commission Decision C(2013)8970</u> laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

The duration of the **1**<sup>st</sup> **contract will be up to 4 years.** The contract might then be extended only once for a maximum of 2 years and in the interest of service, in accordance with <u>Commission Decision C(2025)4716</u> on policies for the engagement and use of temporary agents.

All new staff 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 <u>Working conditions and benefits of EU Careers</u>.

For information related to Data Protection, please see the <u>Specific Privacy Statement</u> 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.