



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 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 and Communication Assistant

in DG Communication of the European Commission

Job title: Information and Communication Assistant

Domain: COMMUNICATION and PUBLICATION

Where: Commission Regional Representation in Germany, München

Function Group: FG III

Contract Type: 3a

Express your interest until: 10.04.2026 - 12.00 (noon, Brussels time)

WE ARE

The Representations of the European Commission play a crucial role in bringing Europe closer to their citizens. The Representation in Germany is based in Europe House, located in the centre of Berlin, with Regional Representations in Bonn and Munich. 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.
- Country-specific economic and political information and analysis.
- Representing the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens.
- 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, information and communication campaigns and by explaining the policy priorities of the Commission in a local context.

WE PROPOSE

The European Commission Representation in Germany is seeking to recruit a highly motivated and reliable Information and Communication Assistant for its team in the Munich Regional Representation. The Information and Communication Assistant will ensure a leading role in



information and communication projects and campaigns on a regional and national level, in cooperation with project partners, stakeholders and educational multipliers and institutions. The selected candidate will also work closely within the relevant operational teams in the Representation in Germany and with central communication and information services.

The successful candidate will be responsible for the following tasks:

- Designing, planning, implementing and evaluating communication and information projects, as well as educational projects, on European issues and policies in the Regional Representation in Munich and in the overall Representation in Germany.
- Strategic planning of the overall communication activities in the Regional Representation and contributing to the annual Country Communication Strategy of the Representation in Germany.
- Contributing to the operational design and roll-out in Germany (with a relevant focus on Baden-Württemberg and Bavaria) of central and semi-decentralised information and communication campaigns from the Commission headquarters.
- Creating quality content for Social Media; developing and maintaining viable relations with external content creators.
- Developing relevant Social Media and online projects in cooperation with influencers and multipliers and the relevant operational teams in the Representation.
- Contributing to the meetings and activities of the Commission's central services on information and communication in the Commission Headquarters, as well as on digital media.
- Creating and maintaining productive professional contact with local and regional stakeholders, educational institutions and project partners.

WE LOOK FOR

The ideal candidate should demonstrate:

- Proven experience of at least 7 years in the field of information and communication, preferably in EU institutions or European projects in Germany. This experience should include the planning, developing, designing and implementation of communication projects.
- Professional experience and the relevant skills in communicating European issues via digital services, in particular social media for at least 5 years.
- A strong knowledge and preferably professional background in European political affairs and in European political education of at least 7 years. The conclusion of professional training in education would be a strong asset.
- Knowledge and familiarity with regions in southern Germany and the respective stakeholder landscape, would be an asset.
- Excellent presentation and communication skills, orally and in writing; proven aptitude for public speaking.
- The ability to represent the Representation at seminars and dedicated events.
- Proficiency in English and German (C2 level required), additional languages are an advantage.

We are looking for someone who is:



- A team player, comfortable working in a multicultural and multilingual environment
- Proactive, flexible and solution oriented
- Experienced in working independently
- Resilient, organised and able to prioritise multiple deadlines

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 marta.tkaczuk@ec.europa.eu indicating the call for interest reference 504121 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?

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



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 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 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 German and English.

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 Munich.

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 based on 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**. 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 III must successfully complete a 9-month probationary period.

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