



## **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 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](https://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 – Digital Leader, Assistant Press Officer

**Domain:** Communication

**Where:** European Commission Representation in Budapest, Hungary

**Function Group:** FG III

**Contract Type:** 3a

**Express your interest until:** 04.09.2026 - 12.00 (noon, Brussels time)

## **WE ARE**

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The Directorate-General of Communication includes the European Commission Representations in the Member States. The Representation of the European Commission in Hungary has the mandate to:

- Support the President and the whole Commission in their interaction with Hungary.
- Promote dialogue with the national, regional and local authorities, parliaments, social partners, other stakeholders, academia and civil society. The Representation prepares and supports visits by Members of the College and by senior officials of the Commission and, as appropriate, of the European External Action Service.
- Act as the Commission's voice in Hungary and communicate about the EU to media and on social media, maintaining direct contacts with national, regional and local media and offering press and media services to them.
- Engage with citizens, academia, civil society, social partners and other stakeholders, and organise outreach activities about EU priorities policies, programmes and projects on the ground.
- Provide country knowledge, analysis and advice on the political, economic and social developments in Hungary to the President and the Commission with a view to informing EU policy making and political communication.

## **WE PROPOSE**

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The Representation of the European Commission in Hungary (located in Budapest) is seeking to hire one Information and Communication Assistant – Digital Leader, Assistant Press Officer who, under the supervision of the Press and Media Team Leader, will take part in the organisation of relations with the press, traditional and new media, and manage the presence of the Representation on social media, building collaboration and partnership with multipliers, as well as taking responsibilities for administrative and financial tasks related to the sector's activities.



## Functions and Duties:

### SOCIAL MEDIA

- Develop creative concepts for social media campaigns, ensuring the EU's messaging is engaging and aligned with its communication objectives.
- Write compelling social media posts, creating clear and impactful content that resonates with diverse audiences.
- Collaborate with influencers and third parties to amplify the EU's messages, reaching a broader audience and fostering meaningful engagement.
- Collaborate with the community manager and other external service providers.

### AUDIOVISUAL and (MASS) MEDIA

- Create basic graphic designs and edit videos for social media, ensuring content is visually appealing and consistent with the EU's branding.
- Coordinate third-party production of audiovisual content, ensuring that external collaborators meet the EU's quality standards and deadlines.
- Oversee the production process, from concept to final output, to ensure audiovisual materials align with the EU's communication goals and messaging.

### COMMUNICATION and PUBLICATION

- Contribute to the management of the development and of the content of the website of the Representation.
- Continuously review the Representation website and take all necessary steps to ensure that the content remains informative, accurate and up-to-date.
- Presentation in schools and at universities, workshops, seminars, conferences and other public events about the EU in general and its policies, priorities.
- Closely follow the lines provided by the spokesperson. Brief journalists and respond to oral and written questions to the Representation by the press and the media.
- Gather information from television, radio programs and newspapers to write review.
- Take part in the organization of events, press and media conferences, seminars, interviews, information campaigns, exhibitions, fairs.
- Assistance in creating and implementing events of public relations, European campaigns (including fairs, exhibitions, publications).

### POLITICAL REPORTING

- Occasionally elaborate briefings, reports and other documents on EU issues and internal politics in the Member State for the information of headquarters or for internal use at the Representation.
- Occasionally provide input to/draft analysis and reporting on EU issues and politics in the Member State.

## **WE LOOK FOR**

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We are looking for a highly motivated, creative and flexible team player with a sound knowledge of traditional and new media landscape in Hungary and in the EU, with a solid grasp of the latest digital communication trends and the ability to adapt those trends in the Representation's social media communication. The successful candidate should have very good understanding of the



political and socio-economic issues relevant for Hungary and the EU. We are looking for someone with excellent interpersonal, who can work in a proactive and autonomous way, manage multiple priorities and with the sense to protect the reputation of the institution.

The successful candidate will have a strong blend of media monitoring, and strategic communication skills to interpret / track news cycles, draft press analysis and summary.

Candidates should have at least one year of relevant experience and a track record in one or more of the following areas:

- managing social media and other digital channels and platforms for a public authority, preferably international organisation;
- editing visual content for social media and other digital platforms; production and publishing of content for traditional and new media, adapting complex information into relevant and engaging content for various audiences;
- managing relation with content creators, influencers and multipliers in Hungary;
- designing and rolling out digital and integrated, organic or paid communication campaigns; performing data analysis, setting indicators, evaluating and reporting on the outcome of digital communication actions; content moderation, social media listening;
- monitoring online narratives and reporting on information manipulation and disinformation drafting strategic analytical reports.

Skills required:

- Technical knowledge to manage social media platforms (editing, content production - Shoot, edit, and post creative short videos, as well as text, in Hungarian as social media content).
- On-Camera Talent: Present videos, talk to the camera, and act in skits or live streams;
- Digital literacy – follow online trends and adapt them to the institution's style/purpose; Data & Web Analytics: Using platforms to evaluate performance;
- Media Monitoring & Intelligence: Tracking trends, and analysing media coverage;
- Management Support: Identifying dangerous trend spikes early to give management proactive warning;
- The candidate should have good ability to prioritise and identify relevant information in a complex environment, capacity to communicate technical or specialised information in a simplified manner and be a strong team player even across teams within the Representation and with the Headquarter.
- Languages required: Proficiency in Hungarian (C1) and working knowledge of English (B2).

Experience in presentation for public audience (students, youth organisations, civil society, etc.), in political reporting and EU institutional knowledge/experience is advantage.

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

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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 identify potentially interested candidates within this database.

In practice, to express your interest, please follow the two steps below:



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. Send your application documents in a single .pdf in the following order:  
**1. your motivation letter - 2. Your CV - 3 completed application form.**  
Please send these documents by the publication deadline to [beata.finna-eliasne@ec.europa.eu](mailto:beata.finna-eliasne@ec.europa.eu) indicating the call for interest reference 525216 in the subject.

**No applications will be accepted after the publicatation 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 EU<sup>1</sup> (Hungarian language for this position)
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> of a second official language of the EU, to the extent necessary for the performance of the duties (English language for this position).

#### ➤ What about the selection steps?

The selecting unit chooses from the EPSO database<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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<sup>1</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).

<sup>2</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cefr/>).

<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this [address](#).



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, Hungarian for this position.





## 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 **Budapest, Hungary**.

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. Possible consecutive extensions of 5 years and then indefinite duration are subject to an assessment of the staffing situation of Representations at that time.

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.