



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

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](#)

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 Agent – Digital Leader

in the EC Representation in Greece, Athens

Job title: Information and Communication Agent – Digital Leader

Domain: Communication, Publications and Information

Where: European Commission Representation in Athens, Greece

Function Group: FG II

Contract Type: 3a

Express your interest until: 30.09.2026 - 12.00 (noon, Brussels time)

WE ARE

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

- Support the President and the whole Commission in their interaction with Greece.
- 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 Greece 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 Greece to the President and the Commission with a view to informing EU policy making and political communication.

WE PROPOSE

The Representation of the European Commission in Greece (located in Athens) is seeking to hire one Information and Communication Agent – Digital Leader, who, under the supervision of the Press and Media Team Leader, will manage the presence of the Representation on social media, maintain the website of the Representation, contribute to the organisation of relations with the press and media (traditional and new), as well as take responsibilities for administrative and financial tasks related to the team's activities.

Functions and Duties:

- Support the Press & Media activities of the Representation,
- Participate in the collection of information from television, radio programmes and newspapers (written and online) in order to write press reviews.
- Support the organisation of media aspects of visits of Commissioners and all high-level officials, including the compilation of press reviews on media impact of visits of Members of College to Greece.
- Assist in the organisation of press points, press conferences, interviews, technical briefings for journalists, media aspects of events, exhibitions, fairs.
- Assist in the organisation of and participate in visits of journalists and other press groups to Brussels in collaboration with DG COMM Visitor Centre.
- As **Digital Leader** in the Representation, contribute to social media activities in coordination with the Community Manager. This may include contributing input for comments and content, advising on responses to social media comments and using basic digital tools for better listening, analysis and outreach, as well as monitoring and analysis.
- As **Webmaster**, ensure the daily update of the website of the Representation and its maintenance (supplying pictures and archives).
- Ensure all tasks of **administrative support to the Head of the** Press & Media team and the team in general.
- Manage databases, press and mailing lists.
- Provide all useful assistance to the management of calls for tenders/offers (elaboration of tender specifications, participation to evaluation committees, follow-up of files under the responsibility of the Press & Media team.
- Participate in the elaboration of evaluation reports, periodical checks and controls, audits. in the framework of project and contract management, such as the contract of the daily purchase and distribution of print press.

WE LOOK FOR

We are looking for a highly motivated, creative and flexible team player with a strong interest in media, communications and digital tools to work as Information and Communication Agent and Digital leader.

The successful candidate should have understanding of European Union policies and Institutions, in particular, the work of the European Commission, as well as understanding of the Greek political environment and political issues and sensitivities.

The successful candidate will have a good blend of press and media monitoring knowledge, communication and organisational skills with the capacity to manage and organise events and related activities. Digital literacy with a good grasp of the latest digital communication trends and the ability to adapt those trends in the Representation's social media communication are required.

The candidate should have the ability to contribute to the launching, management and follow up of financial procedures, including calls of tender, execution of contracts and evaluation of results.

We are looking for someone with excellent interpersonal skills, who can work in a proactive and autonomous way, manage multiple priorities and with the sense of protecting the reputation of the Institution.

Applicants should be able to prove two years of professional experience in information and communication or related support functions, knowledge of the EU institutions, digital literacy, strong organisational skills, and the ability to handle multiple tasks simultaneously. The ideal candidate should demonstrate relevant experience and track record in at least two of the following areas:

- management of social media and other digital channels and platforms;
- editing of visual content for social media and other digital platforms; production and publishing of content for traditional and new media;
- management of a website;
- On-Camera Talent: present videos, talk to the camera, and act in skits or live streams;
- maintaining regular contacts with journalists, stakeholders and external partners (including content creators, influencers);
- media monitoring & intelligence: tracking trends, and analysing media coverage;
- drafting and editing communication materials (such as newsletters, invitations, announcements);
- organisation of various events, stakeholders' and VIP visits and meetings.

The successful candidate will be a strong team player, also working across teams within the Representation and with Headquarters.

Languages required: Proficiency in Greek (C2) and excellent working knowledge of English (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 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 Delice.Alchanati@ec.europa.eu indicating the call for interest reference '291884 – Information and Communication Agent - Digital Leader -Athens' 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 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.

➤ 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.

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://europa.eu/european-language-levels-cefr>).

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

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 Athens / Greece.

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 II**. 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.

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 II must 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.