



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version410538 in *COMM.DGA1.C.PR*
Valid from01/02/2023until

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

+ INTERNAL COMMUNICATION (general)

- *Write political reports to inform the Headquarters on developments on EU policies and issues in the hosting Member State.*
- *Produce briefings, country profiles, reports, speeches and analyses on EU issues and policies for the Headquarters and the Head of Representation. Contribute to briefings and speeches for Commissioners visiting the host country.*
- *Contribute to preparation of visits of Commissioners and senior management visit to the host country.*
- *Early warn DG COMM and other Commission services about sensitive issues in the hosting Member State.*
- *Follow-up and report regularly to the Headquarters on the opinion of the main political, economic and social actors on core EU issues and policies.*
- *Monitor, analyse and report - regularly and in timely fashion as well as on request - on opinions concerning relevant EU issues and policies in the hosting Member State; update the Country Profile of the hosting Member State on a regular basis.*

+ 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.*

+ **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"

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

Job-Related experience: at least 3 years
 Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
Czech	C2	C2	C2	C2	C2

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
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: