



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version453150 in *COMM.DGA1.C.VI*
Valid from23/09/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Information and Communication Agent

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 with stakeholders at national, regional and local levels, cooperate to the information and communication actions and projects management as well as help with the administrative tasks.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ COMMUNICATION and PUBLICATION

- Support the communication and outreach activities of the Representation.
- Various administrative assistance in the analysis, searching and redaction of reports and replies to the different questions of the stakeholders.
- Research and preparation of documents in order to elaborate briefings, speeches, reports or for workshops, seminars, conferences or other public events.
- Participate to the collection of information from television, radio programs and newspapers.

+ COMMUNICATION and PUBLICATION

- Various administrative assistance in the control, analysis and reporting of opinions relating to important EU questions and politics in the member State.
- Research and preparation of documents relating to briefings and reports on EU questions and politics for headquarters or for internal use at the Representation.

+ COMMUNICATION and PUBLICATION

- Assistance in the organization of events, seminars, interviews, information campaigns, events, exhibitions, fairs, ...
- Administrative tasks linked to the preparation and organization of meetings and seminars for DG COMM networks.
- Organization of visits to Brussels of stakeholders and other interested groups. Support visits of Commissioners and all officials.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Ensure all tasks of administrative support.
- Manage data bases, mailing lists,...

+ COMMUNICATION and PUBLICATION

- Participate to the updating, follow-up and maintenance of the website of the Representation (supplying, pictures, archiving).

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Provide all useful assistance to the management of calls for tenders/offers (elaboration of tender specifications, follow-up of files,...
- Participate in the elaboration of selection reports, periodical checkings, audits,... in the frame of the projects and contracts management.

Job requirements

Experience"

+ PROCUREMENT and CONTRACT MANAGEMENT, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, INFORMATION and DOCUMENT MANAGEMENT, MAIL HANDLING, COMMUNICATION and PUBLICATION, INFORMATION and COMMUNICATION TECHNOLOGIES, BUDGET and FINANCE

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
German	C2	C2	C2	C2	C2
English	B2	B2	B2	B2	B2

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Budgetary rules and procedures
PROCUREMENT and CONTRACT MANAGEMENT
PROCUREMENT
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Office administration
- **INFORMATION and DOCUMENT MANAGEMENT**
DOCUMENT MANAGEMENT
Filing and recording
MAIL HANDLING
Registration of mail and documents
- **COMMUNICATION and PUBLICATION**
EXTERNAL COMMUNICATION (general)
Rules and procedures for the processing and dissemination of data to various external requesters
CONFERENCES and EVENTS
Conferences, exhibitions, meetings
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares

Competences

- **Communicating**
Ability to understand and be understood
Drafting skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Client orientation
Conscientiousness
Eye for detail / Accuracy
Financial management skills
- **Prioritising and Organising**
Capacity to deliver in a structured way
Planning capacity
- **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: