



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
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Valid from11/04/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Information and Communication Assistant

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

EXTERNAL COMMUNICATION (general)

Sensitive job

No

Overall purpose

Under the supervision of the Head of Sector for Strategic Communication, provide assistance in coordinating and producing high quality press material (including lines to take, web news, press releases, social media posts) in support of the Commissioner, other high-level officials and the Spokesperson and the Spokesperson's Service (SPP).

Legal disclaimer

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

Functions and duties

+ PRESS and JOURNALISM

- Coordinate and produce press materials, such as replies to media requests, preparation of interviews, press releases, etc.

+ COMMUNICATION and PUBLICATION

- Develop concepts and monitor the production of audio-visual and promotional material.
- Plan and monitor the implementation of press trips, stakeholders visits and partnership events.
- Plan and monitor the implementation of capacity building measures (communication workshops and training seminars).

+ DRAFTING and (SPEECH)WRITING

- Draft articles, OpEds, interview etc in line with DG ENEST political priorities.

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.

+ HORIZONTAL COORDINATION

- Work closely with policy units to ensure that press material is aligned with political priorities.

+ SOCIAL MEDIA

- Prepare tailored content for social media.

Job requirements

Experience"

+ PRE-ACCESSION and ENLARGEMENT, EU NEIGHBOURHOOD, EXTERNAL RELATIONS

Job-Related experience:at least 1 year

Qualifier:desirable

Professional experience in the field of external relations is desirable, and specific experience related to the EU Neighbourhood and/or Enlargement Policy would be an advantage.

+ PRESS and JOURNALISM

Job-Related experience:at least 1 year

Qualifier:an advantage

Familiarity with working arrangements between Commission services, the spokespersons service, and Cabinets in relation to handling of media enquiries, would be an advantage. Prior experience in handling media requests within the EU institutions would be a strong advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

Knowledge

- **COMMUNICATION and PUBLICATION**
EXTERNAL COMMUNICATION (general)
(EU) information and dissemination
DRAFTING and (SPEECH)WRITING
PUBLIC RELATIONS, PRESS and JOURNALISM
PRESS and JOURNALISM
Media relations and techniques
Specific needs of journalists
SOCIAL MEDIA
- **INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)**
HORIZONTAL COORDINATION
Transforming policy objectives into activities and actions
- **INTERNATIONAL RELATIONS (generic)**
PRE-ACCESSION and ENLARGEMENT
EU NEIGHBOURHOOD
EXTERNAL RELATIONS

Competences

- **Analysing and Problem Solving**
Capacity to analyse and structure information
- **Communicating**
Ability to understand and be understood
Capacity to present issues to an audience
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Conscientiousness
Eye for detail / Accuracy
- **Learning and Development**
Flexibility (openness towards new demands, etc.)
- **Prioritising and Organising**
Coordination skills
Planning capacity
- **Resilience**
Stress resistance
- **Working with Others**
Ability to work in a team
Knowledge sharing

Job Environment

Organisational entity

Presentation of the entity:

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: