

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT ASSISTANT

<p>DG COMMUNICATION is looking for an Information and Communication Assistant to work in the Media, Communication and Outreach team of the Commission Representation in Dublin, Ireland</p>	
Function Group:	III
Post Number	461805
Place of Employment	Representation in Ireland
Deadline for applications:	08/01/2025
Contact person:	Helen Kearns , Head of Media, Communication and Outreach at the European Commission Representation in Ireland
Entity presentation (We are):	<p>DG Communication (DG COMM), as a corporate communication service, promotes the policy priorities of the European Commission and contributes to bringing Europe closer to citizens. The Representations in all Member States play a crucial role in this. Their main tasks are:</p> <ul style="list-style-type: none"> • Support the President and the Members of the Commission by reinforcing the political and media profile of the European Commission in the Member States, including the preparation, organisation and follow up of visits of the members of the College. Representing the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens. • Country-specific Economic and Political Information and Analysis: Representations provide the Commission with in-depth, accurate and timely information and analysis regarding relevant developments in the Member States and the views of the Government and, political parties, think tanks and civil society. • Press and Media Communications: in cooperation with the Spokesperson's Service, Representations communicate on behalf of the Commission. • Outreach to Citizens: Representations provide outreach and communication to citizens and stakeholders/multipliers in the Member States, by managing information networks and by explaining the policy priorities of the Commission in a local context.
Job profile (We look for):	<p>We are looking for a colleague to work - on social media, web and stakeholder outreach - as part of the Communications Section of the Dublin Representation. The successful candidate will act as 'Digital Leader' within the Representation's Communications team. We look for the following profile and skills :</p> <ul style="list-style-type: none"> • A highly motivated and enthusiastic individual with a strong interest in communications activities and the work of the European Commission. • Strong experience in social media outreach including content creation, campaigning and analytics, across platforms – including X, Instagram, Facebook, LinkedIn and YouTube. Interest in and /or experience of managing a website and using web content. • Knowledge and experience working in Canva or similar graphic

	<p>design tool with ability to create social media posts, presentations, videos, etc.</p> <ul style="list-style-type: none"> • Strong writing skills, proven ability to write clearly and succinctly in English, synthesizing complex information quickly. • Clear understanding of the Irish political environment and political issues and sensitivities. • Clear understanding of the European Union, policies, politics and institutions, in particular the work of the European Commission. • Strong administrative, organisational and inter-personal skills including ability to liaise with a range of internal and external partners. • Ability to 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). • Excellent knowledge of English (C1 level) is essential. Knowledge of Irish language would be a distinct advantage. • Ability to multi-task and willingness to take on new duties. <p>For more information, please see job No 461805</p>
Recruitment policy:	<p>DG COMM encourages mobility for all CA 3a and 3b employed in Commission services, as well as accepts applications from candidates registered in recent CAST lists.</p>
How to apply:	<p>Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to marie.geurts@ec.europa.eu, mentioning in the subject of the message "Media, Communication and Outreach – Information and Communication Assistant GF III - post number 461805".</p>



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version461805 in *COMM.DGA1.C.DU*
Valid from16/12/2024until

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

+ 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.*

+ COMMUNICATION and PUBLICATION

- *Contribute to the management of the development and of the content of the website of the Representation, for issues relating to the membership sector.*
- *Updating, follow-up and maintenance of the homepage of the website (supplying, pictures, archiving).*

+ 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"

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

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

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

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
Internal and external information and communication rules and procedures
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: