

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for a Secretary to the Head of Representation in Copenhagen	
Function Group:	CA FG II
Post Number	14413
Place of Employment	Representation in Copenhagen, Denmark
Deadline for applications:	06/10/2024
Contact person:	Martin Ellegaard HANSEN, Head of Administration
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):	See job description enclosed.
Recruitment policy:	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.
How to apply:	Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to martin-ellegaard.hansen@ec.europa.eu , mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version10 (*Draft*)
Job description version 14413 in COMM.DGA1.C.CO
Valid from until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Secretary - to the Head of Representation

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Specific domain

ORGANISATION and ADMINISTRATION of SUPPORT OFFICES

Sensitive job

No

Overall purpose

Ensure the secretariat of the Head of Representation and the general administrative support in order to contribute to the good functioning of the Representation, as well as programs and organization of visits.

Legal disclaimer

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

Functions and duties

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Take note, write, prepare and clean notes; write and type correspondence of the Head of Representation as appropriate, as well as draft minutes of staff meetings and management meetings.
- Carry out various administrative tasks as the planning, the filtering of the phone calls and the filling of documents.
- Ensure the good general administrative management of the Representation (coordination of secretaries, etc.).
- Organisation of trips, hotel reservations, transports, missions orders and costs declarations.
- Assist in the preparation of VIP Visits

+ SECRETARIAL SUPPORT

- Management of calendar and email for the Head of Representation, as well as delegated rights in select IT-systems.

+ INFORMATION and DOCUMENT MANAGEMENT

- Follow-up of mail and emails of the Representation (recording, distribution, filling, archiving), handling of diplomatic pouch, mailing lists management, updating of addresses databases.
- Coordinate administrative documents and search for specific and thematic documents.
- Supervise the preparation of all medium for meetings to which the Head of Representation has to assist (including documental medium).
- Respect and follow related legal and administrative regulations and implementing guidelines.

+ INTERNAL COMMUNICATION (general)

- Contribute to a good communication within the Representation.
- Ensure the good internal coordination and communication between the Head of Representation, Deputy Head of Representation and the different teams.

+ LOGISTIC SUPPORT

- Ensure the logistical support in the organisation of meetings, lunches, exhibitions, conferences, visits : rooms reservations, gathering of working documents as well as the follow-up (minutes management, welcome and information to visitors).

Job requirements

Experience"

+ SECRETARIAL SUPPORT, INFORMATION and DOCUMENT MANAGEMENT, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience:at least 3 years

Qualifier:desirable

+ ADMINISTRATIVE ASSISTANCE

Job-Related experience:at least 3 years

Qualifier:an advantage

Languages

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

Knowledge

- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
Administrative rules and procedures of the Institution
SECRETARIAL SUPPORT
Secretarial methods and techniques
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for OFFICE AUTOMATION
Excel
Outlook
Word
IT tools and systems for HRM
MIPS (Missions Integrated Processing System)
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*
Missions and mandates of the Directorate General
Internal organisation of the Directorate General

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Client orientation
- *Prioritising and Organising*
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Confidentiality
Diplomatic skills
- *Leadership*
An awareness of and attentiveness to individual differences

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: