

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

<p>DG COMMUNICATION is looking for an Information and Communication Officer for Presidency Reinforcement in a Representation</p>	
Function Group:	CA FG IV
Post Number	453147
Place of Employment	Representation in Copenhagen, Denmark
Deadline for applications:	31/12/2024
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:	<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> <p>The position is for a contract with duration limited to 8 months, linked to the Danish EU Council Presidency, <u>with no possibility for prolongation.</u></p>
How to apply:	<p>Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to martin-ellegaard.hansen@ec.europa.eu,</p>

	mentioning in the subject of the message "Job title & post number".
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EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Draft*)
Job description version453147 in *COMM.DGA1.C.CO*
Valid fromuntil

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Information and Communication Officer - Presidency Reinforcement

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

Specific domain

EXTERNAL COMMUNICATION (general)

Sensitive job

No

Overall purpose

Support to the Representation during the Danish Presidency of the Council of the EU. Under the supervision of an official/temporary agent, contribute to the information analysis and knowledge management. Develop and manage networking activities with political, socio-economic, academic, cultural and other stakeholders, as well as with the media at national, regional and local level. Cooperate to the management of information and communication actions and projects aiming at public opinion.

Legal disclaimer

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

Functions and duties

+ COMMUNICATION and PUBLICATION

- *Initiate, control and supervise the implementation of information and communication actions (Citizens' engagement activities, Europe Day, thematic campaigns, conferences, seminars, panel discussions, etc.) aiming at the sensibilisation of policies and actions of the EU in the Member State; evaluate the impact when the action is completed.*
- *Maintain contacts and regular intensive exchanges with all the stakeholders as well as write and send replies to all their queries.*
- *Ensure synergy between the networks: Europe Direct Information Centers, Team Europe, Building Europe with Local Councillors and European Documentation Centers.*
- *Assist and advise hierarchical superiors vis-à-vis the media during interviews or conferences or during meetings with local, regional and national authorities.*
- *Contribute to social media activities in coordination with the Digital leader and Community Manager in the Representation. This may include producing input for content, advising on responses to social media comments and using digital tools for listening, analysis and outreach.*
- *Execute and support communication activities of the ESO and DSA.*

+ COMMUNICATION and PUBLICATION

- *Monitor, analyse and report on politics, EU-related policies and other current affairs in the Member State.*
- *Collect information and documents and prepare speeches and presentations.*
- *Inform and advise staff of the Representation and/or headquarters on information collected in the media, in economic and socio-political circles or through information networks.*
- *Collect information to write press releases and/or replies to questions the media send to the Representation.*

+ COMMUNICATION and PUBLICATION

- *Organise and/or participate in information and cultural actions (press conferences, interviews, briefings, events, fairs, exhibitions, publications, sensibilisation campaigns,...).*
- *Improve cooperation, coordination and promotion of all DG COMM networks aiming to rationalise networks at the level of the Member State.*

+ COMMUNICATION and PUBLICATION

- *Contribute to the management of the development and of the content of the website of the Representation.*
- *Define and elaborate concepts, messages, information material for fairs, exhibitions and conferences.*
- *Create or modify the content of publications, internet sites and televisual, audiovisual and promotional material.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Contribute to the definition of the budget for activities. Act as operational initiating agent in the frame of financial procedures for actions launched.*
- *Provide technical assistance to the administrative sector on budgetary questions.*
- *Prepare calls for tenders/offers.*
- *Manage information, communication and publications projects thanks to framework contracts and tenders including selection, negotiation and control of operational and contractual aspects of the projects.*
- *Ensure evaluation and exploitation of project results.*

Job requirements

Experience"

+ *COMMUNICATION and PUBLICATION*

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

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
FINANCIAL and BUDGETARY MANAGEMENT
Budgetary rules and procedures
Financial regulation and procedures
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
- *COMMUNICATION and PUBLICATION*
THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION
Internal and external information and communication rules and procedures
EXTERNAL COMMUNICATION (general)
Publications rules, procedures and process in the Institution
PUBLIC RELATIONS, PRESS and JOURNALISM
National and regional media
MISSIONS, MEETINGS and VISITS (incl Protocol Service)
Organisation of visits and presentations
CONFERENCES and EVENTS
Organisation of fairs, exhibitions and public events
Events management
- *WORK/POLICY MANAGEMENT and COORDINATION (high level)*
BUSINESS MANAGEMENT and PLANNING
- *COHESION POLICY (EU/national level)*
Economic development policies at national or regional level

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Capacity to present issues to an audience
Drafting skills
Feel at ease in public
- *Prioritising and Organising*
Coordination skills
- *Resilience*
Stress resistance
- *Working with Others*
Diplomatic skills
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: