



EUROPEAN COMMISSION

JOINT RESEARCH CENTRE

2021-BRU-02-FGIV-019008

**FG IV - Information and communication officer /  
Press Officer**

**POSITION FOR:**

Member of the contract staff FG IV – art. 3b of the Conditions of Employment of Other Servants  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>)

**WE ARE:**

As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) is to support EU policies with independent evidence throughout the whole policy cycle.

The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <https://ec.europa.eu/jrc/>

**The current vacancy is in Unit 02** of the JRC: Communication. The Unit report directly to the JRC Director-General, and the mission is to:

- Centrally coordinate and perform communication actions related to press material, web content, social media, events, clear writing and internal communication, incl. their editorial control;
- Set up a framework for strategic communication; and
- Manage relationships with journalists and spokespersons; and assist Cabinets, JRC senior managers and other JRC entities on Communication.

**WE PROPOSE:**

The Unit is looking for a press & communication officer. Working in an experienced team, based in Brussels and Ispra, the new colleague will ensure relations with the press and media, in close cooperation with the Spokesperson's Service, Cabinets, the Director-General's office and JRC Directorates. S/He will contribute to the conception and implementation of information and communication actions and projects showcasing how JRC scientific works supports a range of EU policies, and create content for the press, the web, publications, speeches and articles.

The tasks assigned to the successful candidate will include:

- To proactively raise awareness of the JRC among the media, JRC customers and stakeholders and develop professional relationships with scientific specialised press.
- To develop, design and manage external and internal information and communication actions and projects in order to inform and promote policies, programmes and activities concerning DG JRC.
- To co-ordinate relations with press and media in collaboration with the spokesperson and the DG services.
- Produce press releases, press packages and briefings, articles and background papers and other materials needed for media-relations.
- Answer questions and request from journalists in collaboration with the spokesperson.
- Organise press conferences, briefings, visits and develop a concept for them, as well as preparing all the necessary materials.
- Provide advice on media-handling aspects to JRC services and prepare interviews and press-conferences.
- Coordinate and participate in internal and external networks of information correspondents.
- Ensure liaison with Press offices in Members States and with Delegations.
- Draft information and communication guidelines for the staff and for use by partner organisations.
- Analyse and approve information /communication plans submitted from the DG services and collaborators.
- Set-up, implement, supervise, monitor and evaluate annual programmes, public relation events (including fairs, exhibitions, publications, awareness campaigns, etc.).
- Define and draft concepts, messages and communication materials, including publications, web headlines and newsletters, in cooperation with the thematically concerned units.
- Create or adapt contents for printed publications, web sites, TV, audio-visual and promotional

materials.

- Collect and prepare speeches, articles and presentations for the hierarchy.
- Contribute to the development of a communication strategy.
- Collaborate with the Commission and JRC services and communication officers to reply or coordinate replies to external requests for information.
- Coordination of the monthly and annual communication reports, including information on events, web headlines, corporate publications, press release and an analysis of media clippings.

**WE LOOK FOR:**

The ideal candidate will have a University level education with at least three years of experience in the field of communication, preferably as well with press and media. Previous experience in European institutions or agencies is an advantage. Excellent drafting skills are a must. A strong motivation, enthusiasm and an excellent team-player are equally essential.

Languages: English level C2. Italian level C1.

**INDICATIVE CONTRACT'S DURATION:**

36 months initial contract with possible renewals up to maximum 6 years.

**PLACE OF WORK:**

Brussels (BE)

**ELIGIBILITY CRITERIA:**

Candidates for this contract agent post shall:

– (i) have passed a valid EPSO CAST selection procedure;

or

– (ii) be registered in the EPSO Permanent CAST [https://epso.europa.eu/documents/2240\\_en](https://epso.europa.eu/documents/2240_en)

or

– (iii) Call COM/1/2015/GFIV- Research - The JRC has launched in January 2015 a permanent call for researchers FG IV. Details available at the link below: <https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-IV-researchers>

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: <http://recruitment.jrc.ec.europa.eu/?type=AX>.

**RECRUITMENT POLICY:**

The Joint Research Centre

- Cultivates a workplace based on respect for other people and the environment.
- Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.