



EUROPEAN COMMISSION

JOINT RESEARCH CENTRE

2022-IPR-C7-FGIII-020493

FG III – Information and Communication Assistant

POSITION FOR:

Member of contract staff FG III – 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 European Commission, the mission of the Joint Research Centre 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 the ‘Knowledge for the Energy Union’ Unit of Directorate for Energy, Transport & Climate. Our mission is to support the delivery of the European Green Deal and the transition to a climate-neutral economy with scientific evidence, through the mapping and analysis of relevant knowledge and data, the generation of new evidence and the anticipation of evolving trends.

Our staff (about 50) is mainly based in Petten (NL), but the Directorate is split over Petten, Ispra (IT) and Seville (ES).

WE PROPOSE:

We offer a dynamic position in an international organisation.

As an information and communication assistant you will support the Commission policy making, contributing to the communication planning and activities of the Directorate.

The successful candidate will:

- Maintain and update website content
- Provide events support, including performing a variety of administrative tasks related to meetings and events.
- Social media: contribute to the development of social media content for the Directorate
- Support the JRC PRESS TEAM, mainly in drafting news articles, and respond to various requests for information
- Support/Contribute to the planning of JRC communication activities
- Respond to requests for information
- Write press releases and other media communications
- Organise filming/photo shooting/virtual tours
- Contribute to internal communication activities (intranet, update content of posters and screens in corridors on site)
- Assist the communications manager in communication related tasks
- Improve communication efficiencies within the unit/ directorate
- Work closely with other communication teams in the JRC.

WE LOOK FOR:

You should apply for this position if you are passionate about working at the forefront of science and EU energy policies, having excellent communication skills and a strong interest in the transition to climate neutrality.

The ideal candidate should have:

- At least 2 years of experience in communication and/or publication relations and/or sociology and/or European/political studies or related area.
- Capacity to communicate technical or specialised information
- Knowledge of media relations and journalistic writing
- Proficiency in MS office. Familiarity with design and video software (Premier, Photoshop, Illustrator...) is a bonus but not mandatory.

This position can be very fulfilling and, in order to be successful in this role, you should have:

- Analytical skills. You can collect, organize, visualize, and assimilate data.
- Excellent written and verbal communication skills in English (B2).
- Good knowledge of the Italian language (B1) is an added value
- Ability to pitch to media.
- Familiarity with social media platforms and engagement techniques
- Ability to multitask: you will work simultaneously on specific projects as well as day-to-day tasks.
- Ability to think both creatively and strategically.
- Ability to run PR campaigns that deliver measurable results and meet objectives.
- Be deadline-oriented, inquisitive, with great follow-up and reporting skills.
- Understanding of power of internal communication
- Good organisational skills
- Quick and enthusiastic learner

You should be:

- A team player. Our main results often incorporate inputs from many colleagues.
- Adaptable to a high pace and dynamic working environment

INDICATIVE CONTRACT DURATION:

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

PLACE OF WORK:

Ispra (IT)

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

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.