



2022-BRU-02-FGIII-021990

FG III - Information and communication assistant

POSITION FOR:

Member of the contract staff FG III – art. 3b of the Conditions of Employment of Other Servants
<https://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://joint-research-centre.ec.europa.eu/index_en

The current vacancy is in the Communication Unit of the JRC, in charge of communication. The Unit reports directly to the JRC Director-General, and the mission is to:

- centrally coordinate and perform communication actions for different target groups, i.e. related to press material, web content, social media, Commission internal communication, events and internal communication, incl. their editorial control;
- set up a framework for disseminating JRC scientific deliverable and for strategic communication; and
- manage relationships with journalists and spokespersons; and assist Cabinets, JRC senior managers and other JRC entities on Communication.

WE PROPOSE:

A position as information & communication assistant based in Brussels. Working in an experienced team which is based in several JRC sites, the new colleague will ensure the conception and implementation of information and communication actions, and projects relating to the JRC and its activities. This is done through the creation and management of content for press, publications, presentations and the Internet, the writing of speeches and articles and assistance in the DG's public and media relations.

The tasks assigned to the successful candidate will mainly include:

- Identify topics, and subsequently draft, simplify, and/or proofread scientific or general texts for use in publications, in close liaison with other team members, communication correspondents in JRC Directorates and staff, other DGs, the Commission spokesperson's service and other important stakeholders.
- Prepare news items such as success stories, press releases, daily news, news announcement and articles, keeping internal press and media planner updated, under the supervision of the team leader.
- Help JRC press officers to manage the preparation of materials for the media in cooperation with the thematically concerned units.
- Be involved in press and media activities, while working closely with the press officers for media relations and requests
- Create or adapt contents for printed publications, digital and promotional materials.
- Identify and collect material for the JRC monthly newsletter and produce newsletters.
- Help in ensuring media monitoring and reporting.

WE LOOK FOR:

Candidates must have a University level education with at least three years of experience in the field of communication, including press and media relations.

Previous experience in European institutions or agencies is an advantage. Excellent drafting skills, especially in English, are a must.

A strong motivation, enthusiasm and an excellent team-player are equally essential.

Languages: English level C2.

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/sites/default/files/documents//casts/2017/epsocastp1-172017/call/en.pdf>

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

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.