



## VACANCY NOTICE – 2023-BRU-01-FGIV-022528

### FG IV – Information and Communication Officer / Press Officer

<b>Type of contract</b>	Member of the European Commission's contract staff, Function Group IV (article 3b of the <a href="#">Conditions of Employment of Other Servants</a> )
<b>Duration of contract</b>	36 months (renewable up to maximum 6 years)
<b>Area</b>	Communication
<b>Place of employment</b>	Brussels (BE)
<b>Indicative basic salary</b>	3877,47 - 5616,29 € (applicable as of 1 <sup>st</sup> of July 2022) For more detailed information please consult: <a href="#">Working Conditions</a> .

#### **WE ARE**

The [Joint Research Centre \(JRC\)](#) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The current vacancy is with the Communication Unit. 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.

The Unit is looking for an Information & Communication / Press 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.

We offer:

We are a dynamic unit of 45 people, working in four sites of the JRC, the majority based in Brussels and Ispra. We are organised in different teams, and work very closely together across team borders. We embrace the culture of the JRC built on trust, collaboration and transparency.

#### **WE PROPOSE**

The jobholder will contribute to the conception and implementation of information and communication actions and projects showcasing how JRC scientific work supports a range



of EU policies, and create content for the press, the web, publications, speeches and news articles.

Most suitable candidates should ideally have experience also in science communication, in organisation of events and visits for the press, in leading and representing a small team and in coordination with other teams.

The tasks assigned to the successful candidate will mainly include:

- Coordinate press & media actions, and produce press releases, daily news, quotes for the Commissioner, press packages, background papers and other materials for media relations, in coordination with the spokespersons and services of the DG.
- Edit, proofread and/or draft texts for publication and news items for updating the JRC website, in close collaboration with services of the DG, the web/social media team and the spokespersons.
- Provide operational units with expertise, assistance and complementary resources in the field of information and communication; collect and prepare speeches, articles and presentations for the hierarchy.
- Draft answer, coordinate inputs for replies to questions from journalists and media (written and TV) and provide media-handling advice for interviews, in collaboration with JRC experts, other Commission's services and in coordination with the spokespersons.
- Manage contacts with the press; organise and prepare meetings with journalists, interviews, press briefings, press conferences and press visits; set-up, implement, supervise, monitor and evaluate events meant for the media.
- Help in leading the press and media team when necessary, under the supervision of the team leader and of the head of unit.
- Helping to ensure JRC representation in Cabinet communication meetings with DGs under R&I family, and provide assistance when required; participate in external networks of information correspondents.
- Participate as a member of the Press and Media team in internal communication planning meetings; analyse and provide feedback on information and communication plans submitted by DG services, liaising with JRC Communication Correspondents (CoComs).

## **WE LOOK FOR**

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We are looking for a candidate with a University level education and five years of experience, of which minimum two years in press and media and three years in the field of communication and publication.

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. Italian language knowledge is an asset.

Languages: English level C2.

## **HOW TO APPLY**

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If you are **already on a valid CAST FG IV reserve list**, or you **have already applied to one of the calls below**, you can directly submit your application at <http://recruitment.jrc.ec.europa.eu/?type=AX>.

If not, before applying to this position, **you must register** for one of the two following:



- the [Call for Expressions of Interest | EU Careers \(europa.eu\)](#) (CAST Permanent FG IV), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union), or
- the [specialised call for researchers](#) (JRC Call COM/1/2015/GFIV – Research), which is mainly used by the JRC.

Note that each of the calls above has **different minimum eligibility requirements and different selection tests**.

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