



## VACANCY NOTICE – 2023-BRU-01-FGIII-022534

### Communication Assistant / Internal Communication

<b>Type of contract</b>	Member of the European Commission's contract staff, Function Group III (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/Internal Communication
<b>Place of employment</b>	Brussels (BE)
<b>Indicative basic salary</b>	3028,92 - 3877,46 € (applicable as of 1 <sup>st</sup> of July 2022) For more detailed information please consult: <a href="#">Working Conditions</a>

#### WE ARE

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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 a Communication Assistant to join the internal communication team. The new colleague will actively contribute and shape internal communication in the JRC, to better pass internal messages, increase the knowledge of the JRC and engage staff. The colleague will also contribute to the roll-out of the new JRC intranet.

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

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A position as Communication Assistant. The jobholder's tasks will mainly include:

- Implementation and management of internal communication activities



- Mapping and planning of communication actions and assessing impact and results
- Collaboration with JRC internal stakeholders for internal communication actions
- Source, plan and create content on the new JRC intranet, based on Sharepoint Online
- Contribute to and shape the roll-out of M365 tools in the organisation to increase collaborative ways of working

## **WE LOOK FOR**

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The most suitable candidate should ideally have experience in internal communication, organisation of events and project management.

We are looking for a candidate with a University level education and at least three years of experience in the field of communication, preferably as well with internal communication.

Previous experience in European institutions or agencies is an advantage. Experience with Microsoft 365 suite, in particular SharePoint Online and MS Teams, will be seen as an advantage. A strong motivation, enthusiasm and an excellent team-player are equally essential.

Languages: English level C2.

## **HOW TO APPLY**

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If you are **already on a valid CAST FG III 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 \(europa.eu\)](http://europa.eu) (CAST Permanent FG III), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union), or

*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.*