

CALL FOR EXPRESSION OF INTEREST

DG ECHO

Unit 01 - Communication

Information and Communication Assistant – Internal Communication

Contract Agent FG III

BRUSSELS (Belgium)

Deadline for application: 25/11/2022, by noon (Brussels time)

Job available: as from 16/11/2022

Job ID: 408886

We are

Unit 01 develops and implements the communication strategy of DG ECHO to promote humanitarian aid and civil protection actions of the EU, as well as the role of the European Union as the leading donor in humanitarian aid and its role in emergency and disaster response. The unit is guided by and actively contributes to the implementation of the Commission's overall corporate communication priorities. The unit supports DG ECHO's advocacy activities, including raising awareness about and promoting humanitarian principles and International Humanitarian Law. The unit supports communication and media activities of the Commissioner for Humanitarian Aid and Crisis Management. In cooperation with the Spokesperson's Service, the Unit develops, supports and implements the media strategy. The unit's communication officers are part of the 24/7 duty system in order to perform communication tasks when a sudden emergency or crisis occurs. The unit coordinates awareness and engagement campaigns on EU humanitarian aid and civil protection, and manages a broad portfolio of online, social media and audio-visual tools. The unit provides speeches for the Commissioner as well as coordinates briefings for the Commissioner. Under the guidance of DG HR as the domain leader, the unit develops and implements internal communication strategy.

We propose

The selected candidate will shape and ensure the implementation of DG ECHO's internal communications strategy, which aims at keeping colleagues well informed about important developments, including promoting DG ECHO's ongoing work, and strengthening the dialogue between DG ECHO staff across all levels: between and among the colleagues in areas of civil protection and humanitarian aid; the Field Network and the headquarters; the staff and the management. The selected candidate will help to communicate the organisation's values, vision, goals and achievements; promote knowledge-sharing, collaboration and communication across organisational boundaries. These tasks will also be

performed in close cooperation with DG HR as the domain leader at the corporate level for internal communications.

Additionally, the jobholder ensures the backup for DG ECHO's central briefing coordinator, whose task is to coordinate quality briefing delivery for the Commissioner. In this respect, he/she will ensure timely attribution, coordination and delivery of briefings for the Commissioner, the Director General and contribution to the briefings of other services (SG, EEAS, other DG's). He/she will also monitor, promote and / or co-ordinate the quality of briefings and ensure good internal communication on preparation of the briefings, including feedback and reports of meetings where appropriate, and monitor timely briefing related workflows in the BASIS applications.

We look for

A candidate that will have:

- At least two years of experience in communication and publication is desirable.
- Very strong writing and communication skills (mainly in English) and sound political judgment.
- Strong commitment and motivation and a proven capacity for delivering high quality outputs autonomously often on short notice and under strict deadlines.
- Very good organizational and analytical skills, be able to prioritise tasks, to work under stress and deliver within tight deadlines
- A sound knowledge of Commission procedures and administrative rules.
- Excellent interpersonal skills.
- The working language for our activities is predominantly English and to a lesser extent French. Knowledge of additional languages will be considered an asset.

The following experience will be also considered an asset:

- Drafting, implementing and evaluating internal communication strategies.
- Experience working with content management systems, including SharePoint.
- Coordinating web and Intranet-related projects.
- Organizing events.
- Basic photo and video editing skills.

Considering the mandate of DG ECHO and the unpredictability of emergencies and related workload, the selected candidate will be expected to show flexibility with regard to his/her responsibility. We look for a dynamic, flexible, proactive, service-oriented and open-minded team player.

Recruitment policy

Please note the following conditions in order to be an eligible candidate:

- You have passed an EPSO CAST in the required functional group (CA FG III or higher)
- or -
- The candidate is enrolled in the CAST Permanent in the required functional group
→ register your application in CAST Permanent - it is open for registration and there is no deadline for submitting applications: [Search by | EU Careers \(europa.eu\)](#)
- A level of post-secondary education attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education
- You must have a minimum of three years of professional experience.
- You must have an EU citizenship

After a selection based on the CVs, the selected candidates will be invited for the interview.

Candidates should be aware that, due to the nature of DG ECHO's mandate, the DG must be able to respond rapidly in times of crisis. A flexible approach is therefore necessary with respect to responsibilities, sometimes involving temporary reassignment to a different operational unit.

How to apply

The candidates should send their CV with a one-page motivation letter (both in .pdf format) to the FMB ECHO-COMM-SEC@ec.europa.eu, **within the deadline, indicating clearly in the subject field the title and the position (Information and Communication Assistant – Internal Communication CA FG III)**. Candidates should also indicate their EPSO CAST number.

Contact

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FMB for sending applications: ECHO 01 ECHO-COMM-SEC@ec.europa.eu