EUROPEAN COMMISSION
Job Description Form

Job description version1 (Approved)
Job description version 402075 in ECHO.E.1
Valid from 01/09/2022 until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<th>Job Profile</th>
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<tbody>
<tr>
<td>Position</td>
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<tr>
<td>CONTRACT AGENT FGIV</td>
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<tr>
<td>Job title</td>
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<tr>
<td>Information and Communication Officer</td>
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<tr>
<td>Domains</td>
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<tr>
<td>Generic domain</td>
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<tr>
<td>CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID</td>
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<td>Intermediate domain</td>
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<td>Specific domain</td>
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<td>Sensitive job</td>
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<td>No</td>
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<td>Overall purpose</td>
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<td>The jobholder will play a key role in the delivery and logistical organisation of the annual European Humanitarian Forum (EHF). He/she will implement communication actions and will contribute to communication strategy and to media activities related to the EHF and the European Humanitarian Prize. He/she will oversee the contract management and implementation of the provided services of the event. The jobholder will also be involved in related strategic communication actions, addressing the humanitarian stakeholder community.</td>
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Legal disclaimer

Users are advised to check the available list of Legal Disclaimers related to their contract type.
Functions and duties

**EXTERNAL COMMUNICATION (general)**
- Contribute to the development and implementation of the EHF communication strategy.
- Support promotion of the EHF towards external audiences and media.
- Oversee the EHF contract management.
- Supervise the implementation of EHF services provided by in-house Commission services and external contractors, including on communication, event logistics, protocol.
- Ensure continuity of style and pace.

**INTERNAL COMMUNICATION (general)**
- Support promotion of the EHF within DG ECHO, including DG ECHO regional offices, in close cooperation with DG ECHO unit in charge of communication (01).
- Establish communication channels to ensure that DG ECHO staff is informed and engaged in EHF.
- Contribute to the internal reporting on the outcomes of the EHF.

**COMMUNICATION and PUBLICATION**
- Contribute to preparing information and communication material targeting media.
- Draft press releases, speaking points, statements and other related material related to the EHF.
- Provide steer and advice to the EHL team on communication activities enabling a successful promotion, realisation and media coverage of the event.
- Support, in cooperation with DG ECHO communication unit (01), promotion of the EHF via social media.
- Reply / co-ordinate replies to internal and external requests for information related to the EHF.
- Conception, drafting and editing of DG ECHO print and online publications, articles and related (audio-visual) material, in cooperation with unit 01.

**POLICY COORDINATION**
- Liaise with external partners and organisations for the purpose of disseminating relevant information, craft joint and complementary approaches in the process of preparations of the Forum, during the Forum and in the follow up.
- Liaise and coordinate with other relevant services and institutions for the purpose of disseminating relevant information, crafting joint and complementary approaches in the process of preparations of the Forum, during the Forum and in the follow up.
- Prepare information packages to be disseminated to relevant stakeholders, including other institutions, Member States, partner organisations within the context of the EHF preparations and the organisation of the event, including its follow up.
- Support and monitor the collaboration with communication counterparts in DG ECHO, DG COMM, partner organisations, UN agencies, and other stakeholders.
- Provide communication support at organising exhibitions and promotional booths/stands organised in the context of the European Humanitarian Forum, in coordination with partner organisations and Member States.
- Contribute to the evaluation of the EHF.

**POLICY DEVELOPMENT**
- Support the development of the European Humanitarian Prize concept.
- Develop, in cooperation with 01, communication strategy promoting the European Humanitarian Prize.
- Develop new strategic communication actions to inform and involve the humanitarian stakeholder community in the work of DG ECHO.
Job requirements

Experience

+ **EXTERNAL COMMUNICATION (general)**
  
  Job-Related experience: at least 3 years
  
  Qualifier: essential
  
  Three years relevant professional experience

+ **EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS**
  
  Job-Related experience: at least 1 year
  
  Qualifier: essential
  
  Essential to have at least one year of experience working in European Institutions.

+ **COMMUNICATION and PUBLICATION**
  
  Job-Related experience: at least 1 year
  
  Qualifier: essential
  
  Essential to have at least one year of experience relevant to the communications field.

Languages

<table>
<thead>
<tr>
<th></th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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<tbody>
<tr>
<td>English</td>
<td>C1</td>
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Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - PROCUREMENT and CONTRACT MANAGEMENT
  - Rules and procedures relating to the preparation of contracts

- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
  - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
  - Office administration

- **CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID**
  - HUMANITARIAN AID

- **COMMUNICATION and PUBLICATION**
  - INTERNAL COMMUNICATION (general)
  - Internal communication practices
  - CAMPAIGNS
  - Information and awareness actions
  - CONFERENCES and EVENTS

Competences

- **Analysing and Problem Solving**
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information

- **Communicating**
  - Ability to communicate in meetings
  - Ability to understand and be understood
  - Capacity to communicate technical or specialised information
  - Drafting skills

- **Prioritising and Organising**
  - Coordination skills

Job Environment
Organisational entity

Presentation of the entity:

The unit ensures the overall consistency of policy development and strategy within DG ECHO with respect to Civil Protection and Humanitarian Aid and seeks synergies and complementarity between the different actors. It represents DG ECHO in relevant international and multilateral fora such as the UN, underpinning the Commission’s leading role as a humanitarian donor in the UN hubs in New York and Geneva. It also facilitates the development of DG ECHO’s international and multilateral relations in the field of civil protection and disaster risk reduction. Working closely with the EU Delegations in Geneva, New York and Washington DC through its staff members there, the unit also represents the EU in international dialogues on humanitarian issues, including on the normative frameworks for humanitarian action (UNGA and ECOSOC). It also coordinates the DG’s overall relationship with the UN system as well as the World Bank and OECD. The unit coordinates the DG’s strategic relationships with key humanitarian partners, in particular OCHA, international non-governmental organisations as well as with other DAC and non-DAC donors and relevant regional organizations. The unit is responsible for the Good Humanitarian Donorship Initiative and follow-up of the World Humanitarian Summit (WHS), including the Grand Bargain as well as the localization of aid. The unit is responsible for the Humanitarian Aid Regulation and the European Consensus on Humanitarian Aid. It is also responsible for DG ECHO’s relations with the other EU institutions. As regards interinstitutional relations, the unit ensures strong links with EU Member States, the Presidency, the Council and the European Parliament in the areas of humanitarian aid, civil protection and emergency support including through the relevant Council working parties. In this context, the unit is responsible for the COHAF working group and ensures DG ECHO participation at the pre-GRI.

The unit acts as focal point for DG ECHO for relations with the EEAS and the Commissioners’ Group on a Stronger Europe (CGSE); it is also closely involved in the preparation of, and follow up to, the work of External Action Coordination Group (EXCO). It coordinates and develops policy for the DG as a whole on civil-military relations and ensures follow-up to the EU Integrated Approach, including as regards conflict early warning and conflict sensitivity.

The unit provides advice on legal issues, in particular as regards the legal framework for humanitarian aid and civil protection. It also provides legal advice, and ensures contacts with the Commission Legal Service, on all relevant aspects of EU and international law. It is the focal point in DG ECHO for issues pertaining to the relationship between restrictive measures and humanitarian aid.

Job related issues

[ ] Atypical working hours
[ ] Specialised Job

Missions

[ ] Frequent, i.e. 2 or more missions / month
[ ] Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

[ ] Noisy environment
[ ] Physical effort / materials handling
[ ] Work with chemicals / biological materials
[ ] Radioprotection area
[ ] Use of personal protective equipment
[ ] Other

Comments:
Other

Comments:
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 unit.