CALL FOR EXPRESSION OF INTEREST
Directorate E – General Affairs

ECHO.E1 – International and Inter-institutional Relations, Legal Framework
Information and Communication Officer – European Humanitarian Forum

Contract Agent FG IV
BRUSSELS (Belgium)
Deadline: 24/08/2022
Job available: 01/09/2022
Job ID: 402075

We are

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.
We propose

A challenging and interesting position as an information and communication officer, who will coordinate external and internal communication aspects of the European Humanitarian Forum and supervise the work of the colleague in charge of managing the provision of services by an external contractor (supervise contract management).

The successful candidate will be placed in the European Humanitarian Forum team of DG ECHO E1 and will assist with the identification of main outcomes of the Forum; and oversee and coordinate various communication and visibility aspects of the Forum prior to, during and after the event.

The successful candidate will contribute, inter alia, to:

- Supporting identification of main outcomes
- Supporting development of external and internal communication strategy
- Supporting development of the event branding
- Overseeing the website set up and update by contractor;
- Supporting development and dissemination of communication products and development of visual branding;
- Liaising with DG ECHO’s unit in charge of communication, and with external stakeholders and partners in order to ensure a coordinated approach to the communication-related aspects of the event
- Overseeing contract management
- Supporting the development of and communication on the European Humanitarian Prize concept.
- Conception, drafting and editing of DG ECHO print and online publications, articles and related (audio-visual) material, in cooperation with unit 01.
- Contributing to the evaluation of the EHF.

The successful candidate will be representing the Unit vis-à-vis other Commission services, the EEAS, other EU institutions, Member State and third countries' authorities, as well as other donors, stakeholders and international organisations, as needed.

We look for

A dynamic, flexible, hardworking and proactive colleague who is a reliable team player but also able to work autonomously and with resilience in what can be a high-pressure, fast-changing environment as well as to adapt quickly to new priorities. We are looking for a colleague who can establish and maintain frequent contacts with external, internal and inter-institutional interlocutors. Good analytical skills, perceptiveness of broader priorities of the EU and particularly those of DG ECHO, as well as good organisational and prioritising skills will be an invaluable asset. We look for a highly motivated and well-organised colleague, with a constructive team spirit and strong sense of initiative. Prior experience of working in humanitarian aid or development would be a clear advantage.
The successful candidate will have:
- a background and experience in communication; experience in humanitarian aid, development and/or external relations is an advantage;
- Job-related experience: at least 3 years (essential); at least 1 year in communication; at least one year working in European Institutions; experience in project management (advantage)
- experience and ability to connect, build relationships and develop networks with a variety of stakeholders both inside and outside the Commission;
- strong commitment and a proven capacity for autonomously delivering high quality outputs, often on short notice and under tight deadlines;
- flexibility to work under pressure, to manage different priorities and to react rapidly to urgent requests;
- good problem-solving and analytical capacities, including a strong capacity to analyse and present complex issues in a structured way both orally and in writing;
- strong organizational skills and a good sense of initiative;
- strong writing skills (clear and to the point), mainly in English;
- good interpersonal, communication and negotiation skills;
- excellent knowledge of English (written and oral) is required. Knowledge of French and /or of additional languages would be an asset.

**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 IV).
  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: [Job opportunities | Careers with the European Union (europa.eu)](http://europa.eu).
- Completed university studies of at least three years attested by a diploma.
- You must have a minimum of five 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**

Candidates should send their CV with a one-page motivation letter (both in .pdf format) to the functional mailbox **ECHO E1 ATTRIBUTION ECHO-E1-ATTRIBUTION@ec.europa.eu**, and
within the deadline, indicating in the subject field ECHO.E.1 and the title of the position. Candidates should also indicate their EPSO CAST number.

Contacts

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