

CALL FOR EXPRESSION OF INTEREST

ECHO.0.1. - Communication

Webmaster editor – Digital editor

Contract Agent FG III BRUSSELS

(Belgium)

Job available as from: 01/02/2024

Deadline for application: 30/01/2024, by noon (Brussels time)

Job number: 438657

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 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, with the support of a network of Regional Information Officers in the field. 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 the internal communication strategy.

We propose

A vacancy for a web editor who develops content for DG ECHO website, creates editorial strategies and policies for the website, conducts evaluation studies and contributes to the overall unit communication strategy. He also provides editorial support to DG ECHO's external communication materials and websites which are managed by DG ECHO. He oversees and coordinates the whole editorial chain, working closely with the Regional Information Officers, DG ECHO partners, and other stakeholder inside and outside of DG ECHO.

The role of online editor includes ensuring that language and visuals are accessible, user-friendly and jargon-free and entails coordination of various internal or external participants of editorial chain. It also includes ensuring quality control of websites and web pages content, verifying that information is regularly updated, and supporting exchanges between staff members involved in information, communication and publications activities.

The successful candidate will also be in charge of conception and development of web-based services, namely advising managers in the implementation of the websites quality policy, in the identification and prioritisation of areas for improvement, as well as planning and scheduling of activities. This role involves

ensuring effective and efficient web translation management, liaison with external contractor(s), proofreading and correcting the content produced for websites, as well as helping content producers (such as ECHO partners, and Regional Information Officers) in the definition and structuring of content to be published on DG ECHO website. The candidate will also conduct reviews and assessments of ECHO websites and implement the relevant recommendations

Since this is an area of work that deals with emergencies, colleagues working in ECHO.01 may be requested to work occasionally outside working hours, including weekends.

We look for

- Outstanding communications skills with excellent drafting skills, with a proven track record of writing communications material.
- An experience of at least 2 years in online editing of a website with contributions from a variety of content providers is essential.
- An experience of at least 1 year in the role of web master, including knowledge of content management systems (Drupal; experience with the Commission CMS is an asset) and the principles of UX/UI design is essential.
- Knowledge of analytical tools (MATOMO, Google Analytics/Piwik) is a requirement.
- Previous experience with Europa Analytics and with EWPP is an asset.
- Experience in drafting editorial guidelines is an asset.
- Experience with visual storytelling platforms such as Exposure, Shorthand etc. is an asset.
- Knowledge of publishing trends and social media is an asset.
- Knowledge of General Data Protection Regulation is an asset.
- Ability to deliver to tight and multiple deadlines, and manage different priorities, while being flexible under pressure and open towards new demands.
- Ability to plan ahead, anticipate, and report back on activities.
- Strong capacity to analyse and present complex issues in an accessible form; ability to implement solutions proposed.
- Self-motivated and able to work both autonomously and in a team.
- A good knowledge of the EU institutions and decision-making processes.

The working language for DG ECHO Communication activities is predominantly English and to a lesser extent French; knowledge of additional languages is 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 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 \(europa.eu\)](https://europa.eu/european-council-careers/en/eu-careers)
- A level of post-secondary education of at least three years 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**. 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