



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL INFORMATICS

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## *Communication Assistant*

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**Vacancy:** Contractual Agent (3b) FGII

**Where:** DIGIT, Brussels

Publication: from 19/09/2022 to 14/10/2022 until 12.00 hours Brussels time

### **We are**

DIGIT is the Directorate-General for Informatics whose aim is to deliver digital services to enable EU policies and to support the Commission's internal administration. CERT-EU is part of DIGIT.

Our unit has horizontal functions within DIGIT and within the Commission. The unit is composed of four teams who are respectively responsible for Commission-wide corporate IT Governance, DIGIT Portfolio Office, Customer Relationship Management and Communication. This mandate requires working in close collaboration with the other units in DIGIT, with the SG and with IT teams in other DGs.

On Corporate IT Governance, the team promotes IT governance in the Commission with the objective of optimising IT investments and increasing coherence of IT in the Commission including preparing the agenda of the IT Cybersecurity Board.

As regards Customer Relationship Management, the team acts as a Single Point of Contact for our clients' interaction with DIGIT and voices the concerns of DGs towards DIGIT.

In the context of Communication, the team is in charge of coordinating communication towards our stakeholders in the Commission and beyond, whether normal users or IT professionals.

The DIGIT Portfolio Team is in charge of setting up and operating a DIGIT IT portfolio office in order to define investment priorities within DIGIT, monitor DIGIT portfolio and implement procedures and processes to serve that objective.

### **We propose**

We propose an exciting and multifaceted position of information and communication assistant in a very dynamic team.

The job involves working within the communications team of DIGIT that is responsible for the communication and interaction with DIGIT's stakeholders inside the Commission and beyond. The team is crucial in providing clear and understandable information about DIGIT's tools and services to its users and clients using different communication media. The team is also responsible for the coordination of the internal communication within DIGIT, communication for Senior Management,

the organisation of events and organisational development efforts on behalf and together with Senior Management.

The selected candidate must have a solid background in communication and ideally with proven experience in event organization and communication through social media channels.

### **We look for**

A very dynamic and outgoing person with excellent English drafting skills, who can work autonomously and with an excellent team spirit. The candidate should have experience in the media/ press and have a sensitivity for communicating with external stakeholders. She/he should be familiar with most communication channels, including social media.

### **Am I eligible to apply?**

You must meet the following eligibility criteria when you validate your application:

#### **General conditions:**

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria at the time of the application deadline:

- Enjoy full rights as a citizen of an EU Member State
- Meet any obligations under national laws on military service
- Meet the character requirements for the duties concerned
- Languages: Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second EU language to the extent necessary for the performance of his/her duties;

The EU institutions apply an equal opportunities policy and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation

#### **Specific conditions - Languages**

Language 1: minimum level C1 in one of the 24 official EU languages

Language 2: minimum level B2 in English, French or German; must be different from language 1

The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croat), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish)

For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

#### **Specific conditions - qualifications & professional experience**

- 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, and appropriate professional experience of at least three years; or
- where justified in the interest of the service, professional training or professional
- experience of an equivalent level

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate your eligibility and the information in your application form (diplomas, certificates and other supporting documents)

### **How to apply**

The interested candidates should send their application respecting the deadline of the vacancy to the following email address:

CHETCUTI Tanya [Tanya.CHETCUTI@ec.europa.eu](mailto:Tanya.CHETCUTI@ec.europa.eu)

Due to the large volume of applications received, only candidates selected for the interview will be notified.

### **Selection procedure**

No applications will be accepted after the closing date of the vacancy.

Candidates selected for interviews will have to succeed in [an EPSO CAST exam](#) relevant to the function group.

The request to sit the [EPSO CAST exams](#) does not commit in any way the European Commission to invite candidates for a selection panel or offer a Contract Agent position, should they succeed the test.

During the recruitment process, candidates will be requested to supply documentary evidence, in original, in support of the statements made in the application.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only.

For more information on the Contract Agent positions please consult the following [EPSO page](#).

Should a position be offered, candidates are required to undergo a mandatory medical analysis and physical check-up with our selected medical service.

The working conditions of contract staff are governed by the Staff Regulations of Officials and the Conditions of Employment of Other Servants, as described in chapter IV, p. 215 of the following document:

<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

Contract agents carry out tasks under the supervision of officials or temporary staff members. Further details concerning the nature of tasks and type of duties can be found in [ANNEX I](#).

### **Equal opportunities**

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

### **Data Protection**

For information related to Data Protection, please see the [Specific Privacy Statement](#).