
VACANCY NOTICE

Information and Communication Assistant

for the EU Regional Trust Fund in response to the Syrian Crisis NEAR B1 - Middle East

CA FG III - Job N°290460

We are

The Middle East Unit in DG NEAR has the responsibility to plan, steer and supervise EU bilateral cooperation with the Middle East countries (Israel, Jordan, Lebanon, Palestine and Syria) as well as UNRWA (the United Nations Relief and Works Agency for Palestine Refugees in the Near East), in close coordination with EU Delegations in the field. The unit also manages the EU Regional Trust Fund in response to the Syrian crisis, whose projects address longer-term resilience and early recovery needs of Syrian refugees and host communities and their administrations in Iraq, Jordan, Lebanon, Turkey.

The Unit ensures liaison with partner countries in close collaboration with the European External Action Service (EEAS) and other Directorates-General and Services of the Commission.

We propose

A position of Information and Communication Assistant to work in a dynamic and motivated team in a complex political environment; and a varied job carried out in cooperation with a wide range of partners inside/outside the EU requiring a high degree of responsiveness, pro-activity and quality management.

The candidate selected will, within the Unit and under the direct supervision of the Head of Sector, develop and implement Communication and Information activities with a special focus on developing and managing web- and social media content; and support on internal communication (eg. briefings, reports) and knowledge management studies and activities.

We look for

- University Degree in communication, journalism or international relations (essential);
- 3 years relevant professional experience in the field of information and communication (essential);
- Excellent drafting/editing skills in English and proven track record in the management and design of web-content (essential);
- Experience in supporting event-organisation and -logistics (essential);
- Experience in social media monitoring and community management is desirable;
- Knowledge of the MENA region, in particular the Levant, is an asset.

In addition, we are looking for a candidate with the following qualities:

- Capacity to ensure high quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment;
- Sense of initiative and sound political judgement;
- Good understanding of EU external policies;
- Very good team player;
- Flexibility.

Working languages: the ability to operate fluently in English and French is essential. Arabic is considered an asset.

Recruitment policy

NEAR is a DG with a clear mission where enthusiastic colleagues can make positive contributions. In order to attract and retain highly competent staff, we believe in the benefits of a varied career and are committed to support you in your professional development. DG NEAR promotes equal opportunities for all and follows best practice in its selection and recruitment procedures to ensure a diverse and gender balanced workforce. In case of equal merit, preference will be given to the gender which is underrepresented in the team.

If you wish to apply, please send your CV and motivation letter by e-mail to NEAR-B1@ec.europa.eu, please write the following reference in the subject of your email: *Application for Job NUMBER 290460 last name / first name.*

The CV, the motivation letter and any other documents attached to the email must be merged into one PDF format ideally generated by the Europass tool <https://europa.eu/europass/en>. The document should be renamed following this structure: *last name_first name_ref Job NUMBER 290460*

Please indicate your CAST candidate number in your application if you have one and mention the post number in subject line.

The appointment will be made in line with a policy of equal opportunities and be subject to prior favourable opinion of the Medical Service.

Only the candidates pre-selected will be contacted for interviews.

Publication contacts

Angela Atzori (Team Leader – Trust Fund) +32.2.29 82307
email: Angela.Atzori@ec.europa.eu

Address for applications and CV to be sent to: NEAR-B1@ec.europa.eu



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version290460 in *NEAR.B.1*
Valid from05/06/2018until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Information and Communication Assistant

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision to the Head of Unit and in close collaboration with the EU Trust Fund Manager and the Trust Fund's Communications and Outreach Lead support activities relating to the implementation of EU Trust Fund (EUTF) in response to the Syrian crisis, 'Madad Fund'. Special emphasis shall be put on social media content/activities. A communication profile with a good knowledge of EU external aid and knowledge of the Middle East region is desirable.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ COMMUNICATION and PUBLICATION

- *Assist in the implementation of a Communication and Information Campaign for the EU Trust Fund in Response to the Syrian Crisis.*
- *Assist in monitoring the implementation of EU visibility and communications requirements by partner organisations.*

+ COMMUNICATION and PUBLICATION

- *Assist in drafting press releases on EUTF and partner decisions, activities and events.*
- *Assist in responding to media questions on EUTF forwarded by the Spokesperson's service.*
- *Prepare and manage social media content/activities.*
- *Monitor the EUTF Madad brand online and react as appropriate to comments and questions.*

+ COMMUNICATION and PUBLICATION

- *Assist in publishing the Trust Fund's newsletter.*
- *Assist in maintaining and updating documentation such as the EUTF Factsheet, project and country fact sheets, in cooperation with the EUTF external communications service contractor.*
- *Carry out social media monitoring across all EUTF projects.*
- *Assist in the development of graphic material for factsheets and presentations.*

+ COMMUNICATION and PUBLICATION

- *Support the establishment of data bases for partner contacts, documentation and monitoring of the implemented outreach and communication activities by partners and the EUTF.*
- *Assist in the impact monitoring and evaluation of the Communication and Outreach campaign in cooperation with the EUTF external communications service contractor.*

+ EXTERNAL COMMUNICATION (general)

- *To assist in increasing the visibility of EUTF funded projects and programmes in country of posting/responsibility.*
- *Contribute to managing and updating the content of the EUTF website, and other possible web-based presence.*
- *Support the organisation and implementation of Information and communication events on the EUTF.*

+ DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents*

Job requirements

Experience"

Job-Related experience:at least 3 years

Qualifier:essential

• 3 years relevant professional experience in information and communication, including in the field of journalism (essential) • Proven experience in communication related tasks (drafting of press releases, social media inputs, internet and intranet publications etc.) • Excellent drafting/editing skills in English and proven track record in the management and design of web-content (essential) • Experience in supporting event-organisation and -logistics (essential) • IT-literacy and professional experience in graphic and web design (essential) • Experience in social media monitoring and community management is desirable • Knowledge of the MENA region, in particular the Levant, is an asset • Professional experience working in/with crisis, refugees and forced displacement with NGO's or international organisations is an asset • Professional proficiency in English and French is essential. Arabic is considered an asset. • University Degree in communication, journalism or international relations (essential) • Knowledge of international and EU policies on fragile situations, refugee situations, resilience and crisis management approaches is desirable.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

Knowledge

- *POLICY*
- *INTERNATIONAL RELATIONS (generic)*
 - EU NEIGHBOURHOOD*
 - European Neighbourhood Policy*
 - EXTERNAL RELATIONS*

Competences

- *Analysing and Problem Solving*
 - Ability to conceptualise problems, identify and implement solutions*
- *Communicating*
 - Ability to communicate in meetings*
 - Ability to understand and be understood*
 - Capacity to communicate technical or specialised information*
 - Drafting skills*
- *Delivering Quality and Results*
 - Ability to work in a proactive and autonomous way*
 - Conscientiousness*
- *Resilience*
 - Stress resistance*
- *Working with Others*
 - Ability to work in a team*

Job Environment

Organisational entity

Presentation of the entity:

The DDG2 is responsible for the management of the Southern Neighbourhood, Turkey, Migration/ Refugees and Security Issues. This includes the supervision of Directorate NEAR.A for the portfolios related to units A1, A2 and A5 and Directorate NEAR.B.

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: