



EUROPEAN COMMISSION
DIRECTORATE-GENERAL INFORMATICS

Webmaster–editor Information and communication assistant

Vacancy notice COM/2022/2212

Grade – AST

Unit – PMO.COM, Brussels

Publication: from 9/08/2022 to 27/09/2022 until 12.00 hours noon Brussels time

There is currently an open vacancy in PMO.COM. According to Article 29 of the Staff Regulations, the applications from officials of the Institutions and laureates of competitions have precedence over applications from other categories of persons. The post is therefore also published internally in the Commission and inter-institutionally, and it is also brought to the attention of competition laureates via the appropriate channels. However, should no suitable candidate be found among the aforementioned categories, it would be possible to consider other candidates, for a temporary agent position.

For these reasons, any person fulfilling the selection requirements may express his/her interest for the post.

We are

The mission of the PMO (Paymasters Office, or Office for the administration and payment of individual entitlements) is to provide high quality and user-friendly service to beneficiaries by promptly and accurately managing, determining, and paying individual rights and expenses such as salaries, pensions, sickness insurance reimbursements, and mission expenses.

We work in a multicultural environment, value diversity, and create equal opportunities for our staff members. The vacant post is in the Communication team, which is directly attached to the PMO's Head of Service.

We propose

We propose an interesting, varied, and highly visible job in a small team of multi-skilled communication professionals. We communicate internally with roughly 600 colleagues. Beyond this, the external communication activities of the team are aimed at an audience

of about 90 000 staff members and pensioners from the Commission and the other EU institutions, agencies, and other bodies using the PMO's services.

The topics covered range from explanations and guidance on the services offered by the PMO to information on improvements and innovations designed to facilitate users. The communication products developed by the team include written, visual and audio-visual content for websites, newsletters, and other communication channels.

The Webmaster-Editor will report to the Team leader. His/her duties will include the following non-exhaustive list of tasks:

- Update and maintain the PMO's external and internal websites
- Integrate and adapt content
- Harmonisation between websites
- Assistance in planning the production of digital content
- Monitoring of the overall coherence and quality of digital content
- Analytics follow-up: audience evolution, KPIs
- Execute any other tasks corresponding to the profile and grade, as deemed necessary in the interest of the service and in support of the PMO management. Specific tasks and responsibilities may be added depending on the profile of the successful candidate.

We look for

We look for a motivated, dynamic, and proactive webmaster with proven experience with complex Content Management Systems such as Drupal. The successful candidate should be proficient in HTML, CSS and JavaScript and demonstrate very good understanding of Information Architecture and UX design. Advanced knowledge of M365 and SharePoint online will be required as well.

Graphic design skills would be an advantage and so would be experience in creating written or audiovisual content. Service-minded and solution-oriented, the new member of the Communication team should be able to manage multiple tasks, at times within tight deadlines.

The selected candidate should be flexible, able to work autonomously, and willing to acquire new skills. The team is small, its members strive to be as versatile as possible, and the new colleague will be expected to follow suit.

The main working languages are French and English. A good level of French and English is required, other languages will be an advantage.

In order to be eligible for the post, the candidate must, as a minimum, fulfil the following conditions:

- (a) to be a national of one of the Member States of the Union and enjoy his/her full rights as a citizen;
- (b) to have fulfilled any obligations imposed on him/her by the laws concerning military service;
- (c) to produce the appropriate character references as to his/her suitability for the performance of his/her duties;
- (d) to be physically fit to perform his/her duties; and

(e) to produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties.

In addition, candidates must have at least:

(a) a level of education which corresponds to completed post-secondary education of at least 3 years attested by a diploma in information and communication technology or similar discipline, followed by at least 3 years' relevant professional experience as webmaster, or

(b) a level of education which corresponds to completed secondary education attested by a diploma giving access to post-secondary education, followed by at least 6 years' relevant professional experience as webmaster.

Selection procedure

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

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted.

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

Should they be chosen, candidates will be requested, as part of the actual recruitment procedure, 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.

Should a position be offered, candidates will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission medical service.

Type of contract

The successful candidate will be engaged as a temporary agent in function **group AST, grade AST1 to AST9**, depending on the years of (relevant) professional experience.

He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within that grade, in accordance with Commission Decision C(2013)8970.

The contract is for an initial duration of **1 year**, with possibility of extension up to maximum three years.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

Pay

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants](#).

The place of employment will be in Brussels.

How to apply

The interested candidates should send their CV + motivation letter respecting the deadline of the vacancy to Mrs Diana CHEPISHEVA at the following email address: diana.chepisheva@ec.europa.eu

Please mention in the subject of your application the title of the job: “Webmaster-editor”.

Appeals

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-E2@ec.europa.eu).

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](#).