



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version440681 in *COMM.DGA1.C.LV*  
Valid from16/02/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Political Reporter - and Digital Leader

**Domains**

**Generic domain**

COMMUNICATION and PUBLICATION

**Intermediate domain**

**Specific domain**

ANALYSIS and INTELLIGENCE

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official/temporary agent, participate to the development of contacts in the political and socio-economic national circle as well as with the media at national, regional and local level and cooperate to the management of information and communication actions and projects aiming the public opinion.

**Legal disclaimer**

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

## **Functions and duties**

### + EXTERNAL COMMUNICATION (general)

- *Initiate, control and supervise the implementation of information and communication actions (Citizens' Dialogues, Europe Day, thematic campaigns, Café Europa, conferences, seminars, panel discussions, etc.) aiming the sensibilisation of policies and actions of the EU in the Member State; evaluate the impact when the action is completed.*
- *Maintain contacts and regular intensive exchanges with all the stakeholders as well as write and send replies to all their queries*
- *Ensure actions synergy between the networks: Europe Direct Information Centers, Team Europe and European Documentation Centers.*
- *Assist and advise hierarchical superiors vis-à-vis the media during interviews or conferences or during meetings with local authorities.*
- *Contribute to social media activities in coordination with the Digital leader in the Representation. This may include contributing input for content, advising on responses to social media comments and using basic digital tools for better listening, analysis and outreach.*
- *Execute and support communication activities by ESOs.*

### + INTERNAL COMMUNICATION (general)

- *Collect information and documents and prepare speeches and presentations.*
- *Inform and advise staff of the Representation and/or headquarters on information collected into the media, television programmes, in economical and socio-political circles or through information networks.*
- *Collect information from the television, radio broadcasts and newspapers in order to write press releases and/or replies to questions the media send to the Representation.*

### + CONFERENCES and EVENTS

- *Organise and/or participate to information and cultural actions (press conferences, interviews, briefings, events, fairs, exhibitions, publications, sensibilisation campaigns,...)*
- *Improve cooperation, coordination and promotion of all DG COMM networks aiming to rationalise networks at the level of the Member State.*

### + (WEB) EDITING, GRAPHIC DESIGN and (PHOTO) ILLUSTRATION

- *Contribute to the management of the development and of the content of the website of the Representation.*
- *Define and elaborate concepts, messages, information material for fairs, exhibitions and conferences.*
- *Create or modify the content of publications, internet sites and televisual, audiovisual and promotional material.*

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Contribute to the definition of the useful budget for activities to be organized. Act as operational initiator agent in the frame of financial procedures for actions launched.*
- *Provide technical assistance to the administrative sector on budgetary questions.*
- *Prepare calls for tenders/offers.*
- *Manage information, communication and publications projects thanks to framework contracts and tenders including selection, negotiation and control of operational and contractual aspects of the projects.*
- *Ensure evaluation and exploitation of project results.*

## Job requirements

### Experience"

+ COMMUNICATION and PUBLICATION, CONFERENCES and EVENTS, EU and POLITICS (general), PUBLIC RELATIONS, PRESS and JOURNALISM

Job-Related experience: at least 3 years

Qualifier: desirable

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
Maltese	C1	C1	C1	C1	C1

### Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*  
*FINANCIAL and BUDGETARY MANAGEMENT*  
*Budgetary rules and procedures*  
*Financial regulation and procedures*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
*PROJECT MANAGEMENT*
- *COMMUNICATION and PUBLICATION*  
*THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION*  
*Internal and external information and communication rules and procedures*  
*EXTERNAL COMMUNICATION (general)*  
*Publications rules, procedures and process in the Institution*  
*PUBLIC RELATIONS, PRESS and JOURNALISM*  
*National and regional media*  
*MISSIONS, MEETINGS and VISITS (incl Protocol Service)*  
*Organisation of visits and presentations*  
*CONFERENCES and EVENTS*  
*Organisation of fairs, exhibitions and public events*  
*Events management*
- *WORK/POLICY MANAGEMENT and COORDINATION (high level)*  
*BUSINESS MANAGEMENT and PLANNING*
- *COHESION POLICY (EU/national level)*  
*Economic development policies at national or regional level*

## Competences

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to understand and be understood*  
*Capacity to communicate technical or specialised information*  
*Capacity to present issues to an audience*  
*Drafting skills*  
*Feel at ease in public*
- *Prioritising and Organising*  
*Coordination skills*
- *Resilience*  
*Stress resistance*
- *Working with Others*  
*Diplomatic skills*  
*Sociability skills*

## Job Environment

### Organisational entity

#### Presentation of the entity:

The Directorate Communication in Member States oversees services targeting national audiences. This includes in particular the EC Representations and networks in the Member States.

### 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: