



EUROPEAN COMMISSION

Job Description Form

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Information and Communication Officer - Presidency Reinforcement

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

Specific domain

EXTERNAL COMMUNICATION (general)

Sensitive job

No

Overall purpose

Support to the Representation during the Lithuanian Presidency of the Council of the EU. Under the supervision of an official/temporary agent, contribute to the information analysis and knowledge management. Develop and manage networking activities with political, socio-economic, academic, cultural and other stakeholders, as well as with the media at national, regional and local level. Cooperate to the management of information and communication actions and projects aiming at public opinion.

Legal disclaimer

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

Functions and duties

+ COMMUNICATION and PUBLICATION

- *Initiate, control and supervise the implementation of information and communication actions (Citizens' engagement activities, Europe Day, thematic campaigns, conferences, seminars, panel discussions, etc.) aiming at 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 synergy between the networks: Europe Direct Information Centers, Team Europe, Building Europe with Local Councillors and European Documentation Centers.*
- *Assist and advise hierarchical superiors vis-à-vis the media during interviews or conferences or during meetings with local, regional and national authorities.*
- *Contribute to social media activities in coordination with the Digital leader and Community Manager in the Representation. This may include producing input for content, advising on responses to social media comments and using digital tools for listening, analysis and outreach.*
- *Execute and support communication activities of the ESO and DSA.*

+ COMMUNICATION and PUBLICATION

- *Monitor, analyse and report on politics, EU-related policies and other current affairs in the Member State.*
- *Collect information and documents and prepare speeches and presentations.*
- *Inform and advise staff of the Representation and/or headquarters on information collected in the media, in economic and socio-political circles or through information networks.*
- *Collect information to write press releases and/or replies to questions the media send to the Representation.*

+ COMMUNICATION and PUBLICATION

- *Organise and/or participate in 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.*

+ COMMUNICATION and PUBLICATION

- *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 budget for activities. Act as operational initiating 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

Job-Related experience: at least 3 years

Qualifier: an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Lithuanian	C2	C2	C2	C2	C2
English	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*
 - *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 Commission has a Representation in the capitals of all EU Member States. The Representations are the Commission's eyes, ears and voice on the ground in EU Member States. They interact with citizens, national authorities, stakeholders and media. They keep the Commission informed of key political, social and economic developments in the country, and ensure communication on EU affairs.

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: