



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Approved*)
Job description version324870 in FPI.5
Valid from01/10/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Information and Communication Assistant - Communication and IT Coordination

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

COMMUNICATION and PUBLICATION

Sensitive job

No

Overall purpose

Contribute as part of the FPI5 communication team to the internal and external communication of FPI as well as the coordination of FPI's web communications and webpages, IT systems and IT modernisation

Legal disclaimer

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

Functions and duties

+ COMMUNICATION and PUBLICATION

- *Planning and preparation, jointly with FPI communication team, of the contracting of FPI communication activities*
- *Collection and preparation of communication material on FPI, ensuring regular and balanced communication on FPI activities in close cooperation with the communication service of European Commission, the EEAS and Council communication teams*
- *Contribute to the coordination of an internal network of communication focal points within FPI ensuring regular information sharing and visibility of the impact, added value and concrete results of FPI's activities*
- *Contribute to the preparation of FPI replies and input to Commission corporate communication reporting and joint actions.*
- *Contribute to the management of relations with external contractors supporting FPI's communication activities, ensuring quality control on deliverables and timely implementation*

+ COMMUNICATION and PUBLICATION

- *Carry out day-to-day editing and updating of the FPI intranet and internet; analyse and improve the existing content and presentation*
- *Ensure timely submission of communication materials to hierarchical validation before publication.*
- *Provide guidance to contributors in the preparation of web content or edit contributions before publishing (quality control).*
- *Ensure quality control of presentation and content of web sites and web pages; verify that information is regularly updated*
- *Contribute to the production of graphics and audiovisual material where necessary in cooperation with external contractors*
- *Prepare contents for publications, web sites, audiovisual and promotional materials.*

+ COMMUNICATION and PUBLICATION

- *Contribute to the updates and revision of FPI communication strategy and communication plan, both on internal and external communication*
- *Contribute to the preparation of the annual work programme on information and outreach on EU external relations*
- *Contribute to management and planning of FPI's communication budget, anticipating needs, ensuring timely implementation and contracting*
- *Replace colleagues in the FPI communication team as appropriate, ensure back-ups and timely sharing of information and ideas with colleagues involved in communication activities*
- *Together with the FPI.5 communication team, guide, supervise and control the work of the contractor supporting FPI's communication activities*

+ INFORMATION and COMMUNICATION TECHNOLOGIES

- *Coordinate identification and planning of FPI IT needs in close coordination with FPI unit in charge of budgetary management*
- *Liaise and participate in meetings with DIGIT on IT modernisation and collaborative tools*
- *Participate in steering committees related to IT support for FPI ,in local data correspondents network, Commission's social media network and communication network meetings where appropriate*
- *Contribute to coordination and operational follow-up on IT matters with DG INTPA on matters not already handled by FPI unit in charge of budgetary management*

Job requirements

Experience"

+ MULTIMEDIA PUBLISHING, CONFERENCES and EVENTS, CAMPAIGNS, THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION, (WEB) EDITING, GRAPHIC DESIGN and (PHOTO) ILLUSTRATION, EXTERNAL COMMUNICATION (general), DRAFTING and (SPEECH)WRITING

Job-Related experience:at least 2 years

Qualifier:essential

+ WEB IT DEVELOPMENT, INFORMATION SYSTEMS MANAGEMENT and MAINTENANCE

Job-Related experience:at least 1 year

Qualifier:an advantage

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING
PROCUREMENT and CONTRACT MANAGEMENT
Contract monitoring*
- *POLICY*
- *COMMUNICATION and PUBLICATION
INTERNAL COMMUNICATION (general)
EXTERNAL COMMUNICATION (general)
PRINTING and PAPER PUBLISHING
Quality standards for paper and electronic publications*
- *IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools and systems for COMMUNICATION and PUBLICATION
Intranet management
IT tools for WEB SYSTEMS and APPLICATIONS*
- *INTERNATIONAL RELATIONS (generic)*

Competences

- *Analysing and Problem Solving
Creativity*
- *Communicating
Capacity to communicate technical or specialised information
Drafting skills*
- *Delivering Quality and Results
Ability to monitor resources
Ability to work in a proactive and autonomous way*
- *Prioritising and Organising
Capacity to deliver in a structured way*
- *Resilience
Perseverance*
- *Working with Others
Confidentiality
Knowledge sharing
Sociability skills*

Job Environment

Organisational entity

Presentation of the entity:

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: