

EUROPEAN INSTITUTE FOR GENDER EQUALITY

VACANCY NOTICE REF: EIGE/2010/TA/04/AD8

EIGE

SENIOR COMMUNICATIONS OFFICER (F/M)

Temporary Agent, AD 8

The EIGE is organising a call for applications with a view to establishing a reserve list for Temporary Agents (five-year renewable contract) for the position of **Senior Communications Officer**.

Registration of applications will begin on **25 February 2010** and will be terminated on **1 April 2010**.

1. General description of the tasks and role of the Institute

The European Institute for Gender Equality¹ is a regulatory agency of the European Union which has been given specific objective related to contribution and strengthening of the promotion of the gender equality. In view to achieving this goal, the Institute shall collect and analyse objective, comparable and reliable information at Community level and develop appropriate methodological tools for the integration of gender equality into all Community policies. The Institute shall equally foster the exchange of good practices and dialogue between stakeholders and raise EU citizens' awareness of this policy area.

EIGE will therefore strive to help promoting and strengthening gender equality and to eliminate gender discrimination. It will help to raise EU citizens' awareness of gender equality by providing technical assistance to the Community institutions, and in particular the Commission, and the authorities of the Member States.

More information on gender equality can be found on:
<http://ec.europa.eu/social/main.jsp?langId=en&catId=418>

2. The Job

2.1 Profile

Under the supervision of the Head of Operational Unit, the jobholder will lead the *Awareness Raising and Communications Team*. The jobholder will be responsible for the creation of the Institute's external and internal communication strategy and will supervise the implementation of all information and communication activities aimed at increasing of a general knowledge and interest in gender equality and informing stakeholders and wider audience about the work and activities of the Institute.

¹ Established by the European Parliament and of the Council Regulation (EC) No 1922/2006 of 20 December 2006 (OJ L 403/9 of 30.12.2006)

2.2 Duties

In particular the Senior Communications Officer will perform the following tasks and activities:

- development of an internal and external communications strategy of the Institute,
- coordination of external and internal communications activities, including the content of the website and intranet and other internal communications channels,
- supervision over the conceptualisation and communications materials for various campaigns and events,
- assist the other teams on the forms and channels of communication of achieved results and findings
- supervision of content for printed publications, web sites, audiovisual and promotional materials,
- monitoring and evaluation of communications activities,
- oversee press-releases and general communications in relation to the media,
- oversee the compilation of best practices and success stories of the Institute, with a view to channel them to the best appropriate users and media, in coordination with the spokesperson,
- coordinate relations with the network of active media in Member States,
- ensure high quality documents and files (substance and presentation) by reviewing earlier publication,
- act as spokesperson when required.

3. Qualifications and experience required

3.1 Eligibility Criteria

To be considered eligible for selection, the applicant must meet the following criteria by the closing date of this call:

General conditions:

- be a national of a Member state of the European union,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed by the national laws concerning military service,
- be physically fit to perform duties.²

Education

- hold a university degree³ which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or;

² Before recruitment, the applicant will be medically examined for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Communities.

³ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant Member States authorities will be accepted.

- have a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;

Experience:

- have at least **9** years of proven work experience (following the award of the diploma)⁴,

Language skills:

- possess a thorough knowledge of at least one of the Community's official languages and a satisfactory knowledge of another of these languages.

3.2 Selection Criteria

Eligible candidates will be evaluated on the basis of the following criteria:

Essential:

- proven experience in a leading position in the information, communications and campaigning tasks,
- ability to use modern audio-visual techniques and communications tools,
- proven record of successful work with wide range of target groups,
- command of English, which is the predominant working language of at the Institute
- capacity to communicate technical or specialised information,
- interpersonal, organisational, administrative and problem solving skills.

Advantageous:

- knowledge of EU policies related to gender equality and/or gender equality in general,
- knowledge of the EU institutional framework and policies,
- creativity and innovative thinking,
- ability to work in a proactive and autonomous way,
- ability to manage priorities, work under pressure and meet tight deadlines,

4. Application and Selection procedure

4.1 Selection procedure

The selection procedure includes the following steps:

- Only duly completed applications submitted within the deadline will be taken into consideration,
- Each duly completed application will be examined in view to verifying that the candidate meets all eligibility criteria,

⁴ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question (University degree for AD posts). Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

- eligible applications will be evaluated by the Selection Committee based on selection criteria defined in this vacancy notice,
- the best-qualified candidates will be short-listed for interview,
- due to large volume of applications, only candidates selected for the interviews will be contacted,
- the interview will be held in English,
- during the interview session, the Selection Committee will examine the candidates' profiles and assess their relevancy for the post in question. On the day of the interview, candidates may also be required to undergo a competency assessment exercise,
- candidates invited to the interview will be requested to submit, on the day of interview, copies of documents detailing citizenship, studies and professional experience, in particular:
 - a copy of identity card, passport or other official document specifying citizenship,
 - a copy of diploma certifying a required level of academic qualifications,
 - documentary evidence of professional experience clearly indicating starting and finishing dates.

Copies of the above mentioned documents will be retained by the Institute. They will be verified against the originals at the later stage of recruitment.

- if at any stage of the procedure, it were established that information in the application has been knowingly falsified, the candidate would be disqualified from the selection process.
- successful candidates will be included in alphabetical order on a unranked reserve list, which will be valid for 12 months. The validity of this list may be extended. Each candidate will be informed by letter whether or not s/he has been placed on the reserve list. **Inclusion of candidates on the reserve list does not guarantee recruitment,**
- the Director of the Institute will appoint the selected jobholder from the reserve list taking into account establishment of a gender balanced organisation.

The Selection Committee internal proceedings are strictly confidential and any contact with its members is strictly forbidden.

4.2 Submission of applications

For applications to be valid, the candidates must prepare application forms in **1 original and 3 copies**, using EIGE application form, **and posting** them in a simple A4 format envelope.

The application form is only available in English and should be filled only in this language.

Application forms in word (.doc) format are available upon request, which should be sent to: eige.hr@eige.europa.eu

Please send your applications by post (1 original and 3 copies) to the following address:

European Institute for Gender Equality

Human Resources
Ref: EIGE/2010/TA/04/AD8
Švitrigailos g. 11 M
LT-03228 VILNIUS
Lithuania

Candidates are asked not to attach any supporting documents at this stage (copies of ID cards, diplomas, evidence of previous professional experience etc). Only candidates invited to interview will be asked to present for verification copies of these documents (see above section). Applications will not be returned to candidates but will be kept on the file by the Institute.

The deadline for sending applications is 1 April 2010 with a postmarked date serving as a proof.

Incomplete applications or sent to EIGE after the above deadline will be disqualified. Moreover, the candidates who use the same application form to apply for more than one post will be disqualified.

Due to the large volume of applications, the Institute regrets that only candidates selected for the interviews will be notified.

Please note that the time period between the closing date for applications submission and the end of the short listing candidates for the interview may take several weeks.

5. Conditions of employment

The successful candidate will be offered a temporary agent's contract under Article 2 (a) of the Conditions of employment of other servants of the European Communities. The successful candidate will be engaged at grade AD 8. The duration of the initial contract will be 5 years. The initial contract may be renewed. The successful candidate shall undergo a 6-month probation period.

The place of employment shall be Vilnius, Lithuania.

The pay of the Community temporary agents consists of the basic remuneration as well as various allowances⁵ depending on personal situation of the jobholder. All remuneration is subject to a Community tax at sources. Deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxation.

For information, the current net basic salary of AD 8 weighted by the correction coefficient of 76,5% for Lithuania in 2009 is 3.541,83 euro. The salary will be paid in local currency: LTL.

⁵ For example: 16% expatriation allowance, household allowance, education allowance, dependant child allowance etc.

6. Independence and declarations of interest

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his or her independence. Candidates must confirm their willingness to do so in their application.

7. Equal opportunities

EIGE applies a policy of equal opportunities and accept applications without distinction on any grounds.

8. Protection of personal data

As the body responsible for organising the competition, the EIGE ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

Personal data shall thus be processed solely for the purpose of the selection procedure.