



Vacancy notice for the establishment of a reserve list for:

Corporate Communications Assistant

Reference: 16/EJ/03

Deadline for applications:	10/04/2016 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	TA (five years, with possibility of renewal)
Function group and grade:	AST 3
Probationary period:	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 3 507.10

EUROJUST's mission is to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime. For further information, please consult our website: www.eurojust.europa.eu.

The mission of the **Press & PR Service** is to assist the Eurojust College in 'putting Eurojust on the map'. The **Press & PR Service** is Eurojust's principal external communication tool for establishing contact with and receiving enquiries from the media and interested citizens and agencies. The Service also provides communication guidelines that promote a coherent and uniform corporate identity.

Lending support during press conferences and seminars, producing press releases and news items, as well as publications such as the *Eurojust Annual Report*, the *Eurojust News* and marketing brochures, and proofreading to assist our non-native English speakers, are some of the services offered. The Press & PR Service provides support to both the College and the Administration. The **Corporate Communications Assistant** will report directly to the Head of Communications and External Relations, who is in charge of the Press & PR Service.

1. Key accountabilities

The successful applicant will perform the following activities:

Web content editing:

- Regularly uploading web content to Eurojust's website;
- Regularly monitoring that online content is up-to-date;
- Monitoring trends and developments in the field of online communication;
- Suggesting developments for the website and preparing for a new, future website;
- Supporting graphic illustrations for the website; and
- Supporting online digital relations.

Media relations:

- Drafting and revising press releases and news items and liaising with internal stakeholders to ensure approval;
- Drafting of Eurojust-focused interviews and articles for external or internal purposes;
- Building up and maintaining strong relationships with Eurojust's main stakeholders, including members of the press. In this context, the Corporate Communications Assistant will be required to keep up-to-date contact and outreach lists;
- Ensuring daily press monitoring and proper archiving of press articles, interviews and other relevant information as instructed by the Head of Communications and External Relations;
- Supporting analysis of media coverage;
- Supporting photography services for the entire organisation and for media/web/publications, etc.; and
- Supporting crisis communications preparations.

Publications support/copywriting:

- Writing English-language basis texts for external publications, e.g. the *Eurojust Annual Report*, Eurojust newsletters, etc.;
- Collecting and coordinating contributions from other authors;
- Editing the style and wording of the contributions;
- Editing these contributions to the requested size;
- Providing consistency of all chapters and items;
- Writing and editing captions for illustrations, figures, tables and graphic elements, including notes, bibliographies, appendices and indices;
- Finalising the *Annual Report* and other publications with a clear and presentable message to the reader;
- Liaising with subcontractors and communication support stakeholders; and
- Supporting coordination of projects, e.g. translations.

Proofreading

- Detecting and correcting errors in type, format, grammar, punctuation and spelling in all types of documents issued by Eurojust, while adapting to different standards for different publications and target audiences;
- Checking the accuracy of translations and the quality and consistency of type and logo;

- Checking for consistency of style as well as conformity to Eurojust's document and design specifications;
- Comparing information or figures from one record against the same data on another record or original copy to detect errors;
- Consulting reference books for rules of grammar, punctuation and spelling;
- Providing awareness to post-holders of common problems in spelling, style, grammar and punctuation in titles and headings; and
- Evaluating information against publishing standards.

In addition, performing any other task requested by the Head of Communications and External Relations.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

2.1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to his/her suitability for the performance of his/her duties¹;
- Be physically fit to perform his/her duties; and
- Have a thorough knowledge of one of the languages of the European Union² and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

2.2. Minimum qualifications and professional experience

A level of post-secondary education attested by a diploma, and, after having obtained the diploma, at least **three years** of appropriate professional experience,

OR

a level of secondary education attested by a diploma giving access to post-secondary education, and, after having obtained the diploma, at least **six years** of appropriate professional experience.

¹ Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.

² The 24 official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

3. Selection criteria

Applicants who meet the eligibility criteria set out in section 2 above will be assessed on the basis of the following criteria:

Essential

- Experience and knowledge in the areas mentioned above under 'Key accountabilities';
- Strong command of English, particularly English grammar, syntax and spelling, as all of the texts to be proofread and written are in English, which is the vehicular language of Eurojust;
- Web-editing experience in SharePoint, Drupal, or other web platform;
- Hands-on experience in using MS Office;
- Service quality skills;
- Planning and organising skills;
- Ability to work independently with limited supervision;
- Ability to cope with repetitive tasks;
- Proactive problem-solving skills;
- Ability to conduct research related to writing assignments;
- Communication and relationship management;
- Teamwork skills;
- Adaptability skills; and
- High level of discretion and ability to maintain confidentiality.

Advantageous

The following characteristics are considered as additional assets:

- Experience working in an international/EU environment;
- Experience working with Adobe/InDesign/Photoshop/Illustrator;
- Experience in managing social media accounts;
- Experience in dealing with proofreading/copywriting;
- Qualification in law, political science, international relations, EU studies, journalism, communications, marketing or related discipline;
- Experience with professional-quality photographic equipment;
- Experience with document management systems;
- Knowledge of French; and
- Knowledge of any additional official EU language.

4. Contractual conditions

The Administrative Director will appoint the successful applicant as a member of the temporary staff pursuant to Article 2(f) of the *Conditions of employment of other servants of the European Union*, for a period of **five years**. The contract may be renewed.

Temporary staff are required to serve a probationary period of **nine** months.

For further information on contractual and working conditions, please refer to the EU Staff Regulations of Officials of the European Union and CEOS.

5. Submission of applications

Please fill out the Eurojust Application Form in English and submit it to the following e-mail address by the indicated deadline: **applications@eurojust.europa.eu**.

The reference number of the vacancy must be indicated on the application form, in the heading of your e-mail and in all future correspondence relating to this application. If you wish to apply for more than one post, you must submit separate application forms.

On the day of the interview, applicants must bring originals or certified copies and photocopies of all the supporting documents concerning their educational qualifications and employment record.

Eurojust has the right to disqualify applicants who fail to submit all the required documents on the date of the interview.

Information about selection procedures at Eurojust and application guidelines can be found here.

6. Request for review

If a candidate is found ineligible, or is not invited for an interview, he/she may submit a request for reconsideration, quoting the reference number of the vacancy. More details on the request for review procedure can be found here.

Please note that the Selection Board's work and deliberations are confidential and that any contact, direct or indirect, with its members is forbidden.

7. Protection of personal data

Eurojust will ensure that applicants' personal data are processed as required by all applicable data protection regulations and, in particular, with the rules on the protection and processing of personal data at Eurojust (OJ C 68/1, 19.3.2005).

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