

VACANCY NOTICE V/AD/SCOM/2/2022

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a **Reserve List**¹ for the post of **Communications Officer (Contract agent post, type 3a, FG III**²) Within the Communications Service

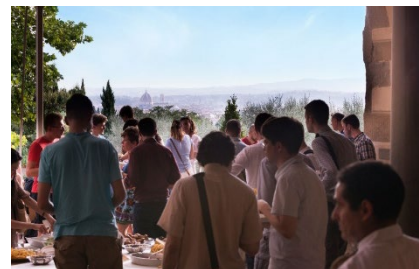
The EUI is looking for a highly motivated **Communications Officer** to strengthen its outreach and visibility activities, support the coordination of the communications activities across the EUI units and contribute to the implementation of the EUI Communications Strategy.

The Communications Officer will be a specialist in the area of online communications with special focus on news production and dissemination (including copywriting and editing), social media outreach and the promotion of scientific content.

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.



The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>

The EUI strives to secure the highest standards in the employment of the staff, with due regard to the importance of reflecting both gender balance and a wide EU geographical basis, with reference to its contracting states.

¹ The reserve list may be used to fill Communications Officers positions in other units of the European University Institute, e.g. the School of Transnational Governance and the Robert Schuman Centre for Advanced Studies. Cf. [President's decision No 15/2021 of 27 April 2021 laying down a procedure for the use of reserve lists](#).

² cf. Annex II

Our Unit

The **Communications Service** steers and coordinates the EUI's internal and external communication strategies. The team handles the EUI's public and media relations efforts, produces the Institute's central publications and main web pages, and manages its social media presence. It plans or supports the organisation of major events promoting the research activities and other initiatives that reach out to the EUI community and beyond. It is also in charge of coordinating the relations of the Institute with its alumni community as well as supporting the recruitment campaigns for early-stage researchers.

The Communications Service produces and disseminates information about EUI academic programmes, research, news, and events. It reaches out to faculty, staff, researchers, alumni, the social sciences community, policymakers, the press, and other stakeholders. It is responsible for defining and promoting the EUI's corporate identity, and for monitoring its implementation across all the academic and administrative units of the Institute with a view to ensuring consistency in the use of the EUI's logo, imagery, and other audio-visual materials. The Service offers training, tools and support to its members in the areas of digital communications and web, academic communications, and editorial design and lay-out.

The **Editorial Unit** in the Communications Service supports the Institute in effectively identifying and reaching its audiences with relevant, engaging and on-brand material, working with faculties, researchers and staff on communications efforts at every level. The team is responsible for news, media relations, social media, corporate publications and multimedia content. The editorial team develops and delivers internal and external newsletters, and runs the institutional blog "EUIdeas". The members of the team also act as consultants on editorial style, institutional branding, and strategic communication plans, and produce corporate templates and publicity materials for official campaigns.

Your Key Responsibilities

The main duties may include the following:

Representation/communication:

- Representing the Editorial Team and/or the Communications Service in various internal meetings within own area of expertise;
- Supporting the Editorial Team in the coordination of the communications activities across the EUI;
- Acting as the contact point for the collection of inputs for the EUI newsletters, as well as their coordination and production;
- Acting as the contact point for EUI news and related web content production and social media outreach;
- Disseminating the articles published in the EUI Ideas blog;
- Supporting the production of contents for the main EUI social media channels and of other institutional communication materials.

Policy/ Strategy Making:

- Contributing to the implementation of the EUI Communications Strategy, internal policies and workflows by providing input in their own area of expertise (e.g. online communications, news production and dissemination, social media outreach, promotion of scientific content, etc.).

Role in administrative processes:

- Writing and editing copy for the EUI website, for the EUI social media channels, as well as for other dissemination materials (incl. brochures, presentations, videos, campaigns etc.);
- Engaging with social media followers to build community relations and respond to comments and queries in a timely and clear manner;
- Producing the internal "EUI in Brief" and "EUI Events" newsletters and the external "EUI Highlights" newsletter, as well as disseminating them through the EUI Customer Relationship Management system (CRM);
- Crafting key messages and planning the promotion of "EUIdeas" blog articles;
- Contributing to the promotion of upcoming events and activities in coordination with different organisers across the EUI and relevant colleagues in the Communications Service;
- Collaborating with the EUI graphic designers on the production of visual elements and the safeguarding of the EUI corporate identity;
- Supporting the tracking of the "EUI in the press" and contributing to reputation building through press mention dissemination;
- Providing input to the regular updating of the institutional brochures and leaflets;
- Supporting the Communications Service with ad hoc tasks including interviews and video shoots.

Level of Expertise:

- Acting as subject matter specialist in the area of online communications with a special focus on news production and dissemination (including copy writing and editing), social media outreach and the promotion of scientific content.

Managing people/Role in HR processes:

- Supervising communications trainees.

Finance and procurement responsibility:

- Supporting financial and procurement processes: adapting templates, requesting quotes and commitments, preparing calls for tender.

Budget Management:

- Preparing budget estimates and supporting the Communications Specialist in planning the annual expenditure for the Editorial Team.

Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the Communications Service:

- Resilience
- Multitasking
- Interpersonal skills
- Adaptability
- Initiative/Proactivity
- Creativity & Innovation

Competencies specific to the role:

- Communications skills
- Knowledge – IT (e.g. CMS, CRM, social media channels, image-editing software, etc.)
- Technological awareness

The competencies mentioned above may be assessed at the written test and/or interview stage.

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills training opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



Read more on [Work and Life of EUI Support Staff](#).

How To Apply

Applications must be submitted electronically using the V/AD/SCOM/2/2022 [online application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 28/08/2022 at 23:59 CEST

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties³.

2. Specific conditions

2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.2.2.

2.2. Professional experience⁴

By the deadline for applications, and in addition to the qualifications required above, you must have at least **three years** of relevant professional experience gained after obtaining the diploma required under 2.1.

2.3 Knowledge of Languages⁵

- Main language: have a thorough knowledge of one official language of the European Union; and

³ As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

⁴ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. 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. Completed and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

⁵ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

SELECTION CRITERIA

Essential

- At least three years of professional experience acquired in positions relevant to the job description;
- Proven good working knowledge of content management (CMS) and/or Customer Relationship Management (CRM) systems;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- University degree in Public Relations, Communications, Political Science, Social Sciences, or related topics;
- Proven professional experience working in an academic research institution;
- Proven professional experience with scientific language editing;
- Experience in communicating information to different target audiences;
- Proven knowledge of Photoshop and/or other image-editing software.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the "**Your key competencies**" section on page 4.