



CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY STAFF

No AST.2024.04 — Social media officer Temporary agent AST 3 — 5-year contract

EMCDDA

The EMCDDA is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

On 2 July 2024, the EMCDDA will become the European Union Drugs Agency ⁽¹⁾ (EUDA).

The EMCDDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

For further information on the EMCDDA, please visit:
<https://www.emcdda.europa.eu/>.

Position

The position we are recruiting for is currently situated within the Communication Unit, and the selected candidate will be reporting to the Head of Communication.

The Unit, composed of a team of nine, is responsible for the EMCDDA's corporate communication services. Our tasks include designing and producing customer-focused products and services, and reaching and engaging with our customers through various channels, media and digital tools. In 2024, the Unit has an important role to play in the transformation of the EMCDDA into the EUDA. Key tasks include creating a new communication strategy and identity for the agency, reaching out to new customer groups and developing a new portfolio of services for our extended responsibilities and activities.

The overall purpose of this post is to help manage and enhance the agency's social media presence by curating compelling content, fostering vibrant online communities and executing data-driven digital campaigns.

Main duties

The successful applicant will be requested to perform the following main tasks and responsibilities:

- Create, schedule, post and curate content tailored for various social media platforms (Facebook, Instagram, LinkedIn, X and others);
- Develop appealing and relevant content, including writing posts and articles, producing short video clips and visual assets, and other forms of multimedia;

⁽¹⁾ https://www.emcdda.europa.eu/news/2023/6/new-legislation-grants-europe-stronger-powers-tackle-current-and-future-drug-problems_en



- Plan and execute social media campaigns to promote products, services and events;
- Assess and report on the success of campaigns and develop ways to improve them;
- Define key performance indicators for specific social media platforms;
- Monitor, analyse and interpret social media and web metrics;
- Actively engage with our existing online communities, and build new ones, by taking part in discussions, and answering comments' or similar;
- Conduct research to understand our customers' preferences, behaviours and needs;
- Develop guidelines, provide support and deliver training to colleagues on social media and community management;
- Actively research and follow the latest social media and digital trends, technologies and tools to innovate and improve our online engagement strategies;
- Research the feasibility and relevance of the EMCDDA's presence on other social media channels and implement as appropriate;
- Collaborate closely with other members of the communication team and with units across the agency to ensure consistent messaging and alignment of digital engagement efforts;
- Any other tasks assigned by the Head of unit.

The jobholder may be required to contribute to other areas of work, according to the needs and priorities of the EMCDDA.

In order to perform the duties of the post and ensure effective communication with the different actors and stakeholders involved, the main working language required for the job is English.



1. Job requirements

1.1. Eligibility requirements

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| Introduction | The selection procedure is open to applicants who satisfy the eligibility criteria below, on the closing date for application. |
| General requirements | <ul style="list-style-type: none">• Be a national of one of the Member States of the European Union, Norway or Türkiye.• Have fulfilled any obligations imposed by the laws concerning military service, if applicable.• Produce the appropriate character references as to the suitability for the performance of the required duties.• Be physically fit to perform the duties of the post ⁽²⁾. |
| Education requirements | <ul style="list-style-type: none">• A level of post-secondary education attested by a diploma, or• a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years. |
| Professional experience requirements | <ul style="list-style-type: none">• Have at least six years of relevant professional experience starting with the first position occupied after the completion of the diploma or certificate required for admission to this selection procedure, as mentioned above. |
| Language requirements | <ul style="list-style-type: none">• Possess a thorough knowledge (mother tongue or minimum level C1) of one of the official languages of the European Union and,• a proven satisfactory knowledge (minimum level B2) of another of these languages to the extent necessary for the performance of the required duties ⁽³⁾. |

1.2. Essential requirements

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| Introduction | All eligible applications, according to the afore-mentioned criteria, will be assessed against the requirements listed below. |
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⁽²⁾ As a condition for appointment, the successful candidate shall be medically examined in order that the EMCDDA may be satisfied that he or she fulfils this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

⁽³⁾ In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.



Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.

**On the basis
of the
application**

1. Studies in public relations, communication, media relations, journalism, social media, marketing, publishing (or similar).
2. At least three years proven experience of working in external communication with a focus on social media communication.
3. A record of the design and implementation of social media campaigns that respect and apply broader communication strategies. Please present examples (if possible, with links).
4. Experience in managing social media platforms, in particular Facebook, Instagram, LinkedIn, X, including the use of social media management tools such as Hootsuite or Sprout Social, in a professional environment.
5. Proven experience of the design and production of assets for social media channels, including graphics and short video clips. Please provide examples (if possible, with links).
6. Professional experience in analysing social media metrics.

**On the basis
of the
interview**

1. Proven experience in designing, planning, delivering and assessing social media campaigns in a professional context.
2. Proficiency in animating online communities and understanding of the challenges involved.
3. Up-to-date knowledge of trends in social media and insight into possible challenges and opportunities.
4. Sound understanding of the role of visual identity in online presence.
5. Ability to work in a team and collaborate with colleagues from diverse disciplines across the organisation.
6. Excellent verbal communication in English.

**On the basis
of the written
test**

1. Ability to plan and run a social media campaign.
 2. Demonstrable experience of transforming complex information into easy-to-grasp content adapted to different channels.
 3. Ability to interpret social media and customer engagement metrics.
 4. Excellent drafting skills in English.
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1.3. Advantageous requirements

Introduction Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

On the basis of the application

1. Proven skills in graphic design software (such as Adobe Creative Suite), please provide examples.
2. Experience of working in an area of activity such as social affairs, health, safety and/or security.
3. Proficiency in working in a web content management system (such as Drupal).

On the basis of the interview

1. Knowledge of how the European Union institutions and EU agencies use social media channels.
2. Experience of managing social media campaigns in languages other than English.

2. Submission of applications

2.1. Overview

Procedure

- Interested candidates must apply for this post through the EMCDDA e-recruitment application, accessible via this link: <https://e-recruitment.emcdda.europa.eu>.
- To make an online application candidates will need to create their EMCDDA profile using a valid e-mail address and a password.
- During the application procedure, candidates should ensure that they clearly indicate how they meet the selection criteria in their application.
- All sections of the application should be completed in English in order to facilitate the selection procedure.

Deadline for applications The closing date for the submission of applications is 20/05/2024 at 23.59, Lisbon time.



2.2. Selection procedure

Selection on files

- During the selection on files, the selection committee assesses, on the basis of each application file received, whether candidates meet the requirements set for admission, eligibility and selection.
- The essential requirements have a maximum of 10 points each. Non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.
- The advantageous requirements have a maximum of 5 points each. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.
- On this basis, the selection committee will select the candidates that obtain at least 60% of the total points available to rank their compliance with the essential requirements and with the advantageous requirements.
- The maximum number of invitees for an interview shall be 10. This ceiling may be altered, depending on the number of applications received, by decision of the appointing authority/authority authorised to conclude employment contracts (AA/AACC). Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

Interview and written test

- The selected candidates will be invited to carry out an interview and a written test.
- Interviews will be held by the selection committee, either at the EMCDDA premises or remotely (online).
- The candidates will be assessed on the basis of the essential requirements mentioned above out of a maximum of 10 points each and the advantageous requirements above out of a maximum of 5 points each.
- Candidates will be asked to undergo a written test, either at the EMCDDA premises or remotely (online).
- The written test will be assessed on the basis of the essential requirements mentioned above and a maximum of 30 marking points will be available for this purpose.

Reserve list

- The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing authority/authority authorised to conclude employment contracts of the EMCDDA.



- Only candidates who reach 70% of the marking points can be included in the reserve list for appointment.
- On the basis of the adopted reserve list, the appointing AA/AACC of the EMCDDA may offer a contract of engagement.
- Candidates shall note that inclusion in the reserve list does not guarantee recruitment, which will depend, among other things, on availability of vacant posts and budget.
- The established reserve list may be used in order to fill similar positions within the EMCDDA.
- The reserve list will be valid until 31/12/2026 and may be extended by decision of the EMCDDA appointing authority/authority authorised to conclude employment contracts.

Selection committee

The selection committee for this selection procedure will be composed as follows:

Sandrine Sleiman (chairperson)

Miguel Mota (member designated by the EMCDDA Staff Committee)

Marie-Christine Ashby (member)

Silke Vitt (member)

The selection committee's work and deliberations are strictly confidential and any contact, either direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

Information on the process

Due to the high volume of applications expected, only candidates selected for interview will be contacted. Candidates who have not been contacted by the EMCDDA by 15/07/2024 should consider that their application has been unsuccessful.

For up-to-date information on the process of this selection procedure, please visit the EMCDDA's website at the following link:

<https://www.emcdda.europa.eu/about/jobs>.

Applicants invited for interview may be entitled to a flat-rate contribution towards travel and subsistence expenses. Information will be provided together with the invitation letter.



3. Conditions of employment

Legal framework

A contract offer will be made pursuant to the Staff Regulations of Officials and the Conditions of employment of other servants of the European Union, for a five-year period according to Title II Temporary Staff, Chapter 1, Article 8 of these Conditions.

(<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1594050364017&uri=CELEX:01962R0031-20140101>).

Place of employment

The place of employment will be Lisbon, Portugal, where the EMCDDA has its seat.

Remuneration

The remuneration consists of a basic salary and, where applicable, additional allowances, paid on a monthly basis, and reimbursements, paid upon their evidenced occurrence, less income tax and social security payments.

Monthly basic salary

- The job holder's monthly basic salary, for AST 3 step 1 will be approximately 4,302.25€.

Correction coefficient

- A correction coefficient is applied to the remuneration of staff members in order to make up for differences in living conditions, as compared to Brussels and Luxembourg.
- For Portugal, the local weighting factor is 96.6% for 2024.

Examples of net monthly salaries are presented below

AST 3 - Step 1 (less than 3 years of work experience):

a) Minimum final net salary (without any allowances): 3,332.66€

b) Final net salary with expatriation allowance: 3,997.61€

c) Final net salary with expatriation, household and 1 dependent child allowance: 4,953.81€

Income tax

- Income tax is levied progressively at a rate of between 8% and 45% of the taxable portion of your salary.
- A special levy (6%) is calculated on the part of the remuneration exceeding the minimum remuneration.
- The salary is exempt from Portuguese tax.
- For more information, please see the protocol on the immunities of the European Union.



Social security

Staff members pay a community tax at source and contribute to:

- health insurance and accident insurance;
- EU pension scheme;
- unemployment insurance.

Depending on the individual family situation and the place of origin, the jobholder may be further entitled to:

- Expatriation or foreign residence allowance.
- Family allowances:
 - household allowance;
 - dependent child allowance;
 - pre-school allowance;
 - education allowance.
- Taking up duties allowance:
 - installation allowance;
 - daily allowance intended offset costs of temporary residence;
 - reimbursement of removal expenses;
 - initial travel from place of recruitment to the place of employment for the staff member and direct family.

Annual leave

- Staff members are entitled to annual leave of 24 working days plus EMCDDA holidays, which correspond to some Portuguese national holidays and Easter, Christmas and other events.
- Additional leave days are granted for age and grade and to those entitled to the expatriation allowance. Special leave is granted for certain circumstances such as marriage, birth of a child or other family events.

For more information consult our website: <https://www.emcdda.europa.eu/>.

Confirmation of engagement and security clearance

Staff engaged by the EMCDDA are required to serve a probationary period of nine months.

Successful applicants may be required to undergo a security vetting and clearance procedure.

Declaration of commitment to serve public

Staff engaged by the EMCDDA are required to make a declaration of commitment to act independently in the public interest and to make a declaration



**interest
independently**

in relation to the interests that might be considered prejudicial to their independence.

EMCDDA staff are required to carry out their duties and conduct solely with the interests of the EMCDDA and of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside their institution. EMCDDA staff shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EMCDDA and to the European Union.

**Protection of
personal data**

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party.

Any data provided will be treated in the strictest confidence and with high standards of security.

All documents provided to the EMCDDA during this selection procedure will be kept in the EMCDDA's files and will not be returned to applicants.

Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EMCDDA.

For further details please read carefully the 'Privacy statement' as published on the EMCDDA website at the following link:

https://www.emcdda.europa.eu/about/data-protection_en.

4. Request for review and appeal procedure

**Request for
review**

A candidate who feels that a mistake has been made during the selection procedure may ask to have their application reconsidered by sending, within 20 calendar days from 15/07/2024, a request for review, quoting the number of the selection procedure concerned to the chairperson of the selection committee at the following address:

EMCDDA
Chairperson of the selection committee
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

**Appeal
procedure**

If a candidate considers that they have been adversely affected by a particular decision, they can lodge a complaint under Article 90(2) of the Staff Regulations



of Officials of the European Communities and Conditions of employment of other servants of the European Union, at the following address:

The EMCDDA Director
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1594050364017&uri=CELEX:01962R0031-20140101>) starts to run from the time the candidate is notified of the act adversely affecting them.

Like all citizens of the European Union, candidates can make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman — CS 30403
67001 Strasbourg Cedex
France
<https://www.ombudsman.europa.eu/pt/make-a-complaint>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

5. EMCDDA contact

E-mail: Recruitment@emcdda.europa.eu

Recruiter: Eilika Schlüter

Date of publication: 19/04/2024