

**CALL FOR EXPRESSIONS OF INTEREST FOR THE SELECTION OF
TEMPORARY STAFF (ADMINISTRATOR LEVEL AD8)
FOR THE DIRECTORATE GENERAL FOR COMMUNICATION
OF THE EUROPEAN COMMISSION**

COM/TA/COMM/24/AD8

**Closing date for the submission of applications: 11 November 2024, 12h00
noon Brussels time**

The European Commission (EC) is organising a selection procedure to constitute a list of 2 successful candidates to fill an administrator post at grade AD 8, as Team Leader - Press and Media, within the Representation of the European Commission in Denmark of the Directorate-General for Communication (DG COMM).

The Representation of the European Commission in Denmark is part of DG COMM's network of representative offices throughout the 27 Member States of the European Union. The Representation is the Commission's voice in Denmark and communicates on EU affairs at national, regional and local levels.

The core mission of Representations is:

- to provide information on EU affairs to the national institutions, stakeholders and citizens through maintaining regular contact with national Governments, Parliaments, press and media, other opinion shapers, organisations and citizens;
- to represent the Commission in the Member State;
- to gather information and keep the Commission informed of key political, social and economic developments in the Member State.

DG Communication's services work under the responsibility of the President of the Commission. The Representation in Denmark has approximately 20 people.

Throughout the selection procedures, candidates will be invited to sit tests as set out in point 5.3 of the call for expressions of interest.

1. NATURE OF DUTIES

The position of Team Leader - Press and Media in the Representation in Copenhagen includes the following tasks:

- coordinate/contribute on reporting to the President on the impact of the priorities in the Member State as well as communicate on them and seek third-party endorsement from media and opinion leaders;
- jointly and in cooperation with the Head of Representation, act as the Commission's spokesperson in Denmark;
- manage the Representation's contacts and collaboration with Danish and international media (television, radio, Internet and written press);

- define and implement press and media activities in Denmark to support the Representation's actions throughout the country (including the roll-out of corporate communication campaigns);
- provide information concerning the EU, the Commission in general and the Representation's activities to national, regional and specialised media;
- lead the Press and Media team of the Representation and work closely with the other teams of the Representation;
- assist the Head of Representation in all media questions; be responsible for publications and press releases;
- prepare reports for HQ and coordinate reporting on and evaluation of press activities;
- manage the Representation's social media strategy and coordinate the Representation's social media platforms;
- coordinate the Representations activities with its Europe Direct Centres and other relevant networks (BELC, Team Europe, etc.);
- represent the office at meetings in Copenhagen, Brussels or elsewhere in relation to his/her core functions;

2. TYPE AND DURATION OF CONTRACT

Successful candidate(s) may be offered a temporary contract under point (a) of Article 2 of the Conditions of Employment of Other Servants of the European Union (CEOS)¹ in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents ('the 2013 Decision').²

The duration of the contract may not exceed four years, with the possibility of renewal for a maximum of two years.

The total duration of the contract will also take into account the relevant provisions of Commission Decision C(2004)1597/6 of 28 April 2004 on the maximum duration of recourse to non-permanent staff (seven years over a 12-year rolling period), as amended by Commission Decision C(2013) 9028 final of 16 December 2013 and Commission Decision C(2019)2548 final of 5 April 2019).³

PLACE OF EMPLOYMENT

Copenhagen, Denmark

LEVEL

AD 8 (as an indication, the basic monthly starting salary is 8,216,45 EUR *amounts to be adjusted annually*)⁴

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20210101&qid=1611304898611&from=EN>

² https://ec.europa.eu/info/sites/default/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf.

³ [https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2013\)9028&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2013)9028&lang=en)
[https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2019\)2548&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2019)2548&lang=en)

⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52023XC0615%2801%29>

3. ELIGIBILITY

3.1. General conditions

Candidates must satisfy the requirements set out in Article 12 of the CEOS, which include:

- Being a national of one of the Member States of the European Union;
- Meeting any obligations under national laws on military service; and
- Meeting the character requirements for the duties concerned.

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

3.2. Knowledge of languages

Article 12.2(e) of the CEOS provides that a temporary agent may be appointed only on the condition that he/she produces evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language.

For this selection procedure, you must have knowledge of at least 2 official EU languages (Danish and English). You must have level C1 (thorough knowledge) of Danish (language 1) and a minimum B2 level (satisfactory knowledge) of English (language 2).

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages* [Assessment grid - English \(coe.int\)](#).

In the different phases of this selection, the languages will be used as follows:

- Any of the 24 official EU languages: used for drafting the motivation letter and the application form referred to in Title 6, with the exception of point 9.2 of the application form (pre-selection criteria) which must be completed in English.
- English: used when completing point 9.2 of the application form as well as in the interview and in the written test referred to in Title 5.3.
- Danish: used in the interview and in the written test referred to in Title 5.3.

Application form	Any of the 24 EU official languages, except for point 9.2 (pre-selection criteria)
Point 9.2 of the application form (pre-selection criteria)	English
Motivation letter	Any of the 24 EU official language
Written test	English and Danish
Interview	English and Danish

In point 9.2 of the application form, candidates are invited to explain in English how their qualifications and professional experience fulfil the selection criteria set out in Title 5.1. It will therefore play an important role in the preselection carried out by the Selection Committee, which will imply a comparative assessment of candidates.

Further detail on the languages used in this selection procedure, as well as on the reasons for this language regime is available in Title 4.

3.3. Selection specific criteria

3.3.1. Qualifications

By **the deadline for applications**, candidates must have a level of education corresponding to completed university studies of **at least 3 years**, attested by a diploma, followed by work experience of **at least 9 years** relevant to the nature of the duties.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

3.3.2. Experience

By the deadline for submission of applications, candidates must have at least 9 years full time professional experience gained after obtaining the **qualifications** required for admission to the selection procedure, as set out in point 3.3.1 above, in a field related to the **nature of the duties** (as set out in Title 1 above).

Professional experience **will only be taken into account**:

- If it constitutes genuine and effective work.
- If it is remunerated (except in the case of a doctorate; see details below).
- If it involves a subordinate relationship or the supply of a service.

Professional experience from the following arrangements will be taken into account subject to the following conditions:

- **Traineeships** can only be taken into account if remunerated.
- **Compulsory military service** can only be taken into account if completed (before or after the required diploma), and for a period not exceeding the statutory duration in the relevant Member State.
- **Maternity/paternity/adoption/parental leave** can only be taken into account if covered by an employment contract.
- **Doctorate** can be taken into account even if not remunerated, but only for a maximum of three years, and provided the doctorate was actually obtained.
- **Part-time work** can be taken into account, calculated pro-rata on the basis of the number of hours worked (e.g., half-time work for six months counts as three months).

4. LANGUAGE ASPECTS OF THIS SELECTION

Candidates are invited to choose the language for completing the **application form** and writing the motivation letter (except for point 9.2 which must be completed in English) among any of the 24 EU official languages. Please note that the language chosen can be different from your mother tongue, as long as you comply with the knowledge requirements set out in the second paragraph of point 3.2.

Successful candidates recruited for this position must have a knowledge of at least 2 official EU languages (Danish and English), with a minimum level C1 for the Danish language (language 1) and a minimum level B2 (satisfactory knowledge) for the English language (language 2) to perform the duties of Team leader – Press and Media as mentioned above under point 1.

Danish is the national language of the host country. Fluency in written and spoken in Danish is therefore required to manage the Representation's contacts and collaboration with Danish and international media (television, radio, Internet and written press), to define and implement press and media activities in Denmark, to support the Representation's actions throughout the country (including the roll-out of corporate communication campaigns) and to provide information concerning the EU, the Commission in general and the Representation's activities to national, regional and specialised media.

English is the main language used for the communication with DG COMM headquarters as well as communication with internal and external stakeholders, including Member States. English is also the main language for drafting reports for HQ, coordinating reporting on and evaluation of press activities, as well as managing the Representation's social media strategy and coordinate the Representation's social media platforms.

5. CONDUCT OF THE SELECTION PROCEDURE

5.1. Pre-selection

The Selection Committee, composed in accordance with Article 2(c) of the Commission decision of 16 December 2013 on policies for the engagement and employment of temporary agents, and, if necessary, assisted by one or more examiners serving in an advisory capacity, will carry out a pre-selection based on qualifications, and professional experience as described by the candidates in the application form (point 9.2) and in the motivation letter, as well as on the proven knowledge of languages of the candidates.

In point 9.2 of the application form, candidates are invited to explain in English how their qualifications and professional experience fulfil the selection criteria set out in Title 5.1.

The Selection Committee will use the following weighting for each criterion to rate the candidates:

Qualifications	40%
Experience	50%
Languages	10%

The following selection criteria will be taken into consideration while assessing the qualifications and professional experience of candidates according to Title 3.3:

- working experience of at least **9** years in the field of information and communication; experience in representation and/or communication within a Spokesperson/Press Services of an EU or International organisation would be an asset;
- proven experience in drafting political communication narratives to be used for press appearances of Senior level politicians and their communication advisors etc. and in particular the ability of putting into simple language issues that are technically complex and politically sensitive;
- in-depth knowledge of the Commission's political priorities and of the political situation and the national media in the host country as well as the situation in neighbouring countries;
- experience in the development and implementation of communication campaigns;
- good knowledge of the Danish media (national and regional), as well as the political and economic landscape of the Member State;
- excellent communication skills, including the capacity to interact with the media, including social media, and with a solid experience in the field of communication;
- excellent command of the Danish language and a satisfactory knowledge of English;
- an experience of at least **1** year in managing teams, proven capacity to lead and to work with a team;
- knowledge of the Commission's administrative, financial and budgetary procedures (including public procurement and grant award procedures) would be an asset.

The Selection Committee will rank the candidates by descending order of the marks obtained in the pre-selection stage and will then proceed to check the eligibility of the candidates (see Title 5.2 below).

5.2 Eligibility checks

Candidates who have obtained the highest marks in the pre-selection will be invited to provide the official supporting documents proving the information given in their application form and in the motivation letter (as set out in Title 6 below). If these documents are not submitted within the deadline, the application will be considered null and void.

The eligibility requirements laid down in Title 3 above will be checked against the data provided in the candidates' applications and against these supporting documents. The Selection Committee will check whether candidates meet all eligibility conditions. Only candidates who meet all eligibility conditions will be admitted to the selection stage.

The Selection Committee will check the eligibility in descending order of the marks obtained in the preselection stage until the number of eligible candidates reaches **a maximum of two times the number of successful candidates sought, i.e., 4 candidates**. Where a number of candidates tie for the last available place, they will all be invited. The other files will not be checked.

5.3. Selection

Candidates who scored the highest overall marks at the pre-selection within the **limit of a maximum of two times the number of successful candidates sought**, and meet the eligibility requirements, will be invited for:

- **A written test in English and Danish** in order to assess the following competencies of the candidates: **a)** analysis and problem solving; **b)** quality and results; **c)** prioritising and organising; and **d)** written communication, as well as their knowledge related to the duties set out under Title 1. Candidates will choose **one of two subjects** related to the duties set out under Title 1.
- **An interview in English and Danish** to assess the candidates' motivation as well as the following competencies: **a)** analysis and problem solving; **b)** quality and results; **c)** learning and development; and **d)** oral communication, as well as their knowledge related to the duties set out under Title 1.

The written test will be scored out of 20 points, with- a minimum pass mark of 10/20.

The interview will be scored out of 60 points, with a minimum pass mark of 35/60.

All practical information about the organisation of the tests will be provided in the invitation letter to the tests.

Only candidates with the minimum required score of **10/20 in the written test** and **35/60 at the interview** can be included on the reserve list, provided they meet the other conditions set out in this Notice.

5.4. List of successful candidates

The Selection Committee will place on the List of successful candidates the names of candidates who have obtained all pass marks as well as the highest combined marks for the written and oral tests out of 80, within the limit of the number of successful candidates sought in the selection. Where a number of candidates tie for the last available place, they will all be placed on the List of successful candidates.

The aptitude list will **be valid for two years from** the date the Selection Committee draws it up. The validity of the list may be extended.

6. APPLICATIONS

Candidates must provide the following **documents in their application file**:

- **Application form** duly completed in **any of the 24 EU official languages** (pre-selection criteria section (point 9.2) of the application form must be completed in English). In point 9.2 of the application form, candidates are invited to explain in English how their qualifications and professional experience fulfil the selection criteria set out in Title 5.1. The information provided by the candidates in this point will therefore play an important role in the preselection carried out by the Selection Committee, which will imply a comparative assessment of candidates;
- **Motivation letter**, drafted in **any EU official language**;
- Copy of an official document **proving citizenship** (identity card or passport), in the **original language of issue**;
- Copy of the **diploma(s) or certificate(s)** of the required level of education, in the **original language of issue**;
- **Employment certificates** proving the length of professional experience. These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose, candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment accompanied by the final salary slip, employment records, tax declarations (**in the original language of issue**).

Completed applications, accompanied by a letter of motivation and all required documents must be submitted via the functional mailbox:

Comm-rep-dk-ta-2024@ec.europa.eu

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format in order not to overload the email address. The Commission reserves the right to automatically remove all messages of more than 1 MB.

Data on admissibility criteria will not be changed after the deadline for applications. The right of rectification cannot be exercised after the deadline for applications.

Candidates should use also this functional mailbox for all correspondence with the Selection Committee and for any request for information.

Final acceptance of the application is subject to presentation of the requisite supporting documents.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretariat of the Selection Committee at least 10 working days before the deadline expires, via the functional mailbox at the following address:

Comm-rep-dk-ta-2024@ec.europa.eu

The aim is to enable candidates to produce a complete and acceptable dossier by the deadline. Successful candidates who are to be offered a job will, at a later date, be required to produce the originals of all the required documents for the purpose of recruitment.

The closing date for the submission of applications is 11 November 2024, 12h00 noon Brussels time.

7. SECURITY CLEARANCE

Pursuant to Article 10(2) of the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information⁵, all individuals whose duties may require them to have access to the EU classified information shall be security authorised to the relevant level (EU SECRET) before being granted access to such EU classified information.

Given that the European Commission regularly handles sensitive and classified information requiring a high degree of confidentiality, it is in the interest of the service that those staff members whose duties require them to have access to sensitive and classified information have the appropriate security clearance to the relevant level (EU SECRET).

Consequently, the candidates successful in this selection may be asked, as a pre-requisite for recruitment on certain posts, to submit themselves to the security clearance procedure according to the above-mentioned Commission Decision (EU, Euratom) 2015/444.

Candidates who are successful in this selection and who will apply to such posts are therefore understood to be prepared to undergo security clearance procedure under the Commission Decision (EU, Euratom) 2015/444. In all cases, these aspects will be clearly indicated in the vacancy notice for the post concerned.

The security clearance procedure is carried out by a National Security Authority of the Member State of the candidate's nationality. The security clearance procedure may vary considerably between Member States. Applicants are advised to inform themselves about the procedure before applying to this selection procedure.

8. ADDITIONAL INFORMATION

This notice of selection is published in the 24 official languages of the European Union on the websites of DG COMM and EPSO. Candidates should consult DG COMM website as the Selection Committee may publish additional information therein.

Any direct communication between candidates and the Commission services will be exclusively by email. Therefore, to enable Commission services to contact candidates, each candidate is required to indicate a valid e-mail address which can be used throughout the entire selection procedure.

⁵ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53.

Communication between the secretariat of the Selection Committee and the candidates will take place in one of the languages candidates have declared in their application form at B2 level or higher.

9. REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINT TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to every stage of a selection procedure, please note that all the proceedings of the Selection Committee are covered by the confidentiality laid down in Article 6 of Annex III to the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

□ Request for review

Within five calendar days from the date of notification of the decision, you can send **an email** to:

Comm-rep-dk-ta-2024@ec.europa.eu

Your request will be forwarded to the Chairman of the Selection Committee and you will receive a reply as soon as possible.

□ Appeal

You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. **One** single copy of the complaint should be sent by **one** of the following ways:

- by email, preferably as a PDF file, to the functional mailbox HR-MAIL-F6@ec.europa.eu;
- or**
- by post to: European Commission, DG HR.F.6, L107/20, BP-1049 Brussels

The three-month-time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20210101&qid=1611304898611&from=EN>) starts running from the time you are notified of the act allegedly prejudicing your interests.

You should note that the Appointing Authority does not have the power to amend the decisions of a s-Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Court unless rules which govern the proceedings of Selection Committees have clearly been infringed.

□ **Complaint to the European Ombudsman**

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

European Ombudsman

1 avenue du Président Robert Schuman

CS 30403

F - 67001 Strasbourg Cedex

<https://www.ombudsman.europa.eu/en/home>

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 administrative complaints or for submitting judicial appeals.

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. For the procedure, please check:**

<https://www.ombudsman.europa.eu/en/atyourservice/secured/complaintform.faces>