



EUROPEAN CLIMATE, INFRASTRUCTURE AND ENVIRONMENT EXECUTIVE AGENCY (CINEA)

CINEA.A - Programme Support & Resources
A.4 – Communication, People and Workplace

VACANCY NOTICE

Communication Officer
Contract Agent
(Ref. CINEA/2026/CA/FGIII/08)

The European Climate, Infrastructure and Environment Executive Agency (CINEA)

The European Climate, Environment and Infrastructure Executive Agency (CINEA), established in early 2021, is located in Brussels and has a dynamic, dedicated, multinational team of nearly 600 people who are experts in their field.

CINEA's mission is to support the European Commission to boost green growth and clean industry in Europe. To achieve this objective, we manage EU funding for projects in the areas of transport, energy, climate action, environment, maritime, fisheries and aquaculture, to the tune of EUR 65 billion over the 2021-2027 period. We do this through high-quality programme management that supports European beneficiaries to achieve ground-breaking results for a cleaner and more sustainable future. Projects that are funded cover a broad range of topics including the innovative and clean technologies, greener infrastructures, and measures to improve sustainability.

CINEA closely cooperates with seven Directorates-General of the European Commission (*DG Mobility & Transport, DG Energy, DG Research & Innovation, DG Climate Action, DG Environment, DG Maritime Affairs and Fisheries, and DG Regional and Urban Policy*) to manage the following programmes on their behalf:

- The Connecting Europe Facility (CEF): supports high-performing, sustainable and interconnected Trans-European Networks. CINEA manages the fields of Transport and Energy.
- Horizon Europe: the EU's Research and Innovation programme where CINEA manages the programme's cluster dedicated to Climate, Energy and Mobility actions and three Missions (Climate adaptation; Oceans, seas and waters; Climate-neutral and smart Cities).
- The Innovation Fund: one of the world's largest funding programmes for the demonstration of innovative low-carbon technologies. It focuses on highly innovative clean technologies and big flagship projects that can bring significant emission and greenhouse gas reductions.
- LIFE Programme: entirely dedicated to environmental, climate and clean energy objectives.
- European Maritime, Aquaculture and Fisheries Fund (EMFAF): provides funding to support the Common Fisheries Policy (CFP), the Union's Maritime Policy and the EU's agenda for international ocean governance.
- The EU Renewable Energy Mechanism: supports the achievement of the EU's renewable energy targets by increasing investments in production capacity.

- The Public Sector Loan Facility of the Just Transition Mechanism: A key tool to ensure that the transition towards a climate-neutral economy happens in a fair way, leaving no one behind.

Working environment

CINEA is based in Brussels. The number of staff is expected to grow further over the coming years and the purpose of this publication is therefore to set up a reserve list, which will be used to cover the growing needs of the Agency. The reserve list may also be used by other Executive Agency upon agreement between the respective Appointing Authorities.

The Agency fosters a culture of employee empowerment and engagement, emphasising collaboration, respect, integrity, trust, equality, diversity, and inclusion. The Agency and its staff are committed to a number of core values including innovation, client focus, excellence, well-being, care, work-life balance, sustainability and working together.

Creating a sense of belonging is central to the Agency's culture, which supports skill development and well-being through various initiatives. The Agency's comprehensive onboarding programme, supported by HR, the relevant teams, managers, peers and a buddy system, ensures a smooth integration for new staff. We are excited to welcome new talent to our Agency.

More information on CINEA

Website: https://cinea.ec.europa.eu/index_en

X(Twitter): @cinea_eu

LinkedIn: <https://bit.ly/3wtAjwd>

YouTube channel: <https://www.youtube.com/channel/UCDic9AVxO1PP1SgoKbHMwrA>

Description of the job

The jobholder will work as member of the Communication and Event Management team and under the guidance of the Head of Sector and Head of Unit 'Communication, People and Workplace'. They will provide administrative, technical and logistical support to the Communication and Event Management Team for budget and procurement, digital services and social media, events and publications.

The jobholder will mainly carry out the following tasks:

Budget and procurement

- Support the team for budget forecasting and execution, and procurement and contract management, acting as interface with the financial units
- Provide procurement advice and support to the team, including the follow-up of relevant procedures and deadlines, quality and compliance checks
- Manage the communication stock and inventory, including the registration of assets

Digital services and social media

- Support the management and update of the Agency's internal and external websites and data hubs, including the preparation and editing of contributions
- Provide support for CINEA's online manual of procedures (eMoP)

- Contribute to managing CINEA's communication service desk
- Provide support for CINEA's social media channels
- Support production of social media and website analytics for reporting

Operational and administrative support and resources

- Provide technical and logistical support for external and internal events (including conferences, exhibitions, info days, workshops, training sessions, network meetings, etc.)
- Provide administrative support to the team for publications, including newsletters, ensuring coordination with the Publications' Office of the European Union
- Ensure the team's implementation of data protection rules (GDPR)
- Manage thematic mailboxes, databases and distribution lists and provide other administrative support as needed

Qualifications and experience required

A. Eligibility criteria

- Have successfully passed a [Contract Agent Selection Tool process \(CAST\) from the European Personnel Selection Office \(EPSO\)](#) in the function group for which you are applying* OR be registered in a CAST Permanent Call for Expression of Interest in function group FGIII ** by the deadline for application of the current vacancy;
- A post-secondary education attested by a diploma OR a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years; OR where justified in the interest of the service, professional training or professional experience of an equivalent level;
- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another EU language to the extent necessary to perform their duties.

In addition, in order to be eligible candidates must:

- be a national of one of the Member States of the European Union;
- be entitled to their full rights as citizen;
- meet the appropriate character reference as to their suitability for the performance of their duties;
- have fulfilled any obligations imposed by the applicable laws concerning military service, and;
- be physically fit to perform the duties linked to the post.

Please note that only candidates that comply with the Eligibility criteria will be considered for further steps of the Selection procedure.

*** Candidates must be included in the European Personnel Selection Office (EPSO) database for contract agents in function group III and have successfully passed the EPSO selection tests for that function group. Please note that candidates who are on a valid EPSO list published in 2010 (CAST2010) are eligible on the condition they have successfully passed the complementary tests (DB3), as an Annex to the selection procedure CAST2010. The candidates concerned are invited to consult the letter they received from EPSO for further information.**

**** In the context of the calls for expression of interest EPSO/CAST/P/2017 FGIII procedures ⁽¹⁾ , your application will be considered only if you have completed and validated the online application form by the deadline for application to the current vacancy ⁽²⁾. The pre-selected candidates will be requested by the Agency to undergo the EPSO computer-based reasoning tests. Only candidates that have successfully passed an EPSO CAST selection in FGIII will be invited for an interview.**

B. Selection criteria

Essential:

- At least 2 years of professional experience acquired in positions related to the post
- Excellent knowledge of English (C1)
- Experience in procurement and contract management
- Experience in managing/supporting events
- Experience in creating content for the web and managing the back end of websites

Advantageous:

- Experience with social media
- Experience with SharePoint online

Personal qualities essential for the position (evaluated during the interview):

- High degree of organisational and problem-solving skills and ability to work under pressure;
- Good interpersonal and communication skills;
- Proven ability to work as a team member;
- Ability to appreciate and follow priorities.

After having been preselected by the Selection Committee, the Agency will invite for an interview the best candidates that have successfully passed an EPSO CAST in the relevant function group, with a maximum of 10 candidates invited to the interview.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a recommendation done by the selection committee.

Prior to the engagement of the staff the Agency may request references from former employers and reserves the right to contact them.

The jobholder will be recruited as contract staff, in function group III, pursuant to Article 3a of the new Conditions of Employment of Other Servants of the European Communities (CEOS).

The basic monthly salary within this function group will depend on the number of years of relevant professional experience at appropriate level (in function group III, either grade 8, grade 9

(1) [EPSO tests | EU Careers \(europa.eu\)](#)

(2) Candidate's application in the EPSO database must be active during the whole duration of the procedure. Candidates are fully responsible for the creation, validation and regular update of their EPSO profile in the relevant function group, otherwise candidates' details are not or not anymore visible to the recruiting services and they cannot be invited to sit tests. Candidates whose EPSO CAST profile is blocked and therefore cannot be flagged in order to be invited by EPSO to undergo an EPSO computer-based reasoning test in the required function group will be considered as not eligible regardless of the relevance of their CV.

or grade 10). Beside the basic salary the jobholder might receive special allowances (e.g. child allowance, school allowance, expatriate allowance).

The jobholder will serve a probation period of nine months.

The initial contract will be for a duration of 1 year. Afterwards, the contract may be renewed for 1 additional year. If the contract is renewed again, it shall be concluded for an indefinite period.⁽³⁾

The place of employment will be Brussels where the Agency has its activities.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on the legal framework of contract agents see the web site of the Directorate-General for Human Resources and Security (DG HR) on the internet at

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination 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.

Application procedure

For applications to be valid, candidates must submit:

- a detailed curriculum vitae, preferably in EU CV format ⁽⁴⁾;
- a letter of motivation, including their views on the proposed position (2 pages maximum).

Please merge the CV and Motivation letter in 1 single document, the file should have the following name structure **SURNAME_CV + ML**.

Your CAST application ID number, the reference of CAST call and the name of the post must be mentioned in your CV and motivation letter.

Please note that both CV and the motivation letter form an essential basis for the pre-selection decision.

Applications may only be submitted through the eRecruitment system on our website at

[Job Opportunities - European Climate, Infrastructure and Environment Executive Agency](#)

Closing date: Applications must be sent no later than **11th March 2026 at 12:00 (noon)**.

Supporting documents showing evidence of the provided information may be requested at a later stage.

Candidates are invited to apply in English to facilitate the selection process.

In no circumstances should candidates approach the Selection Committee themselves, either directly or indirectly concerning this recruitment. The authority habilitated to conclude contracts reserves itself the right to disqualify any candidate who disregards this instruction.

³ The contract is concluded for an indefinite period subject to the conditions set out in Article 7 of Decision SC (2017) 6760. Therefore, without prejudice to the second paragraph of Article 7 of the employment contract, the contract will automatically expire if the Agency's lifetime is not extended.

⁴ EU CV format available on: <https://europa.eu/europass/en/create-europass-cv>

Selection procedure

Oral test (30 min)

Interview with the Selection Committee in English to assess:

- your suitability to carry out the duties of a Communication Officer,
- your knowledge and experience in the field of Communication,
- your communication, inter-personal and problem-solving skills,
- your general knowledge about the CINEA and related policies,
- your motivation and your ability to adjust to working as a Contractual Agent in a multicultural environment.

This test will be marked out of 100 (pass mark: 60).

Applicants receiving the minimum score and above (60 out of 100), will be included in a reserve list of suitable candidates. Please note that inclusion in the reserve list does not guarantee recruitment.

The Agency may have a second interview with the candidates in the reserve list prior to the recruitment. If the recruitment unit/department considers that writing skills need to be tested, a written test could be included in the procedure as part of the second interview. The test would not be scored and will be used as an additional source of information for taking the final decision on the candidate to be recruited.

Please note that the use of artificial intelligence (AI) or any other external assistance during the written test and/or interview is strictly prohibited. Any candidate found to be in breach of this rule will be disqualified from the selection process and their application will not be considered further.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the status of their application, i.e. whether they are invited for the selection phase described above or not. These notifications will be sent via email only.

Candidates may request clarifications about the processing of their application by sending an email quoting the reference of the vacancy notice concerned, to the following address: CINEA-HR-EXTERNAL-SELECTIONS@ec.europa.eu

Means of Redress

A. Request for review

Candidates may request a review of any decision taken by the Selection Committee that establishes their results and/or determines whether they can proceed to the next stage of the selection procedure or are excluded. Requests for review may be based on:

- a material irregularity in the selection process; and/or
- non-compliance, by the Selection Committee, with the Staff Regulations, the vacancy notice of the selection procedure, its annexes and/or case law.

Candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance in a test or the relevance of qualifications and professional

experience. This assessment is a value judgment made by the Selection Committee and disagreement with the Selection Committee's evaluation of tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Candidates may ask for a request for review within 15 calendar days of the date on the email notifying the rejection of their application, indicating clearly the decision that they wish to contest and on what grounds. The request should be addressed to the Chairman of the Selection Committee, quoting the number of the selection procedure concerned at the following address: CINEA-HR-FEEDBACK@ec.europa.eu. Requests received after the deadline will not be taken into account. Candidates who asked for a request for review will receive an acknowledgment of receipt within 15 working days. The Selection Committee will analyse and decide on the request and candidates will receive a reasoned reply as soon as possible.

B. Other forms of contestation

(1) Administrative complaints

Candidates may address an administrative complaint under Article 90(2) of the Staff Regulations to the Director of CINEA acting as the appointing authority.

Candidates may submit a complaint against a decision, or lack thereof, that directly and immediately affects their legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. The Director of CINEA cannot overturn a value judgment made by a Selection Committee.

Candidates may submit their administrative complaint by contacting CINEA within three months of notification of the contested decision or of the date by which a decision should have been made.

The request, indicating clearly the decision that the candidate wish to contest and on what grounds and quoting the number of the selection procedure concerned, should be sent to the following address: CINEA-HR-FEEDBACK@ec.europa.eu. Requests received after the deadline will not be taken into account.

(2) Judicial appeals

Candidates may submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by CINEA's appointing authority rather than by the Selection Committee will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section B.1 Administrative complaints).

For the arrangements for judicial appeals please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

(3) European Ombudsman

Candidates, like all EU citizens and residents, may submit a complaint to the Ombudsman. Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see section B.1 Administrative complaints).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

For the arrangements for complaints to the Ombudsman please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

Data protection

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the CINEA. The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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. Candidates are invited to carefully read the relevant Data Protection Notice available on the dedicated page of CINEA's website: https://cinea.ec.europa.eu/about-us/job-opportunities_en