

Call for Interest

Communications and Press Adviser for the Chairman's Cabinet

Job title:	Communications and Press Adviser for the Chairman's Cabinet
Reference number:	2023/CA/1/FGIV
Type of contract:	Contract staff (fixed contract), full-time
Function group:	FGIV
Salary:	Minimum basic monthly salary € 3.877,48 and benefits
Place of employment:	Brussels, BELGIUM
Application open until:	9 February 2023, 23:59 (CET)
Timing interviews:	February/March 2023
Candidates shortlisted by:	February/March 2023

About the EPP Group

The [Group of the European People's Party \(EPP Group\)](#) is the largest and oldest group in the European Parliament. As a centre-right group, the Group is committed to creating a stronger Europe, building on its people and working towards the benefit of all Europeans. It is aiming to reach a more ambitious and a more self-assured Europe where everyone has an equal opportunity to succeed. In its day-to-day business, the Group and its Members can rely on the multinational secretariat providing high quality political, administrative and technical support.

Department

The Chairman's Cabinet is responsible for providing political, legal and administrative advice and support to the Chairman in all his respective responsibilities and activities.

Job description

The Communications and Press Adviser for the Chairman's Cabinet fulfils a supranational function within the EPP Group Secretariat and carries out, the following functions and duties:

- Supporting communication and press activities of the Chairman of the EPP Group;
- Drafting briefing notes, press releases, opinion articles and social media posts;
- Organising meetings with journalists and other relevant interlocutors, like press points, background briefings and interviews;
- Any other organisational activity necessary for the smooth running of the Chairman's press and communication work;
- Maintaining and developing relations with journalists in Brussels and in the Member States.

This position is an excellent opportunity for highly motivated candidates to gain experience in European politics in a challenging and complex working environment. Selected candidate will work in an ambitious and dynamic team to support the communication and press work of the Chairman and the EPP Group. The work involves all aspects of today's press and communication work.

This post requires a can-do mentality, profound political sensitivity, substantial availability (irregular working hours), excellent interpersonal skills as well as the capacity for teamwork in an international environment.

The post can involve frequent travel with the Chairman, like the monthly Strasbourg plenary sessions and other external meetings of the EPP Group.

Job requirements

Candidates must have:

- a level of education which corresponds to completed university studies of at least 4 years attested by a diploma;
- university-level relevant professional experience of at least 2 years;
- thorough knowledge of one of the official languages of the European Union (C2);
- excellent knowledge (speaking and writing) of English (C1);
- excellent oral and written communication skills;
- excellent knowledge of the EP's and of the EPP Group's Secretariats, their wider political organisation and functioning;
- capable of working under high pressure and in politically complex environments;
- strong sense of discretion and confidentiality.

Salary & benefits

Successful candidate(s) may be offered a contract as a contract agent for a definite period, in accordance with the Conditions of Employment of Other Servants of the European Union ([CEOS](#)).

In addition to the basic salary, the following benefits apply:

- Sickness Insurance Scheme enabling access to care worldwide;
- EU civil servants pension scheme and entitlement to an EU pension after 10 years of service;
- Annual leave entitlement of at least 24 days;
- Additional specific allowances (e.g. expatriation, household, dependent child, installation), depending on the personal family situation and the place of origin;
- Training and career development opportunities.

General admission conditions

CANDIDATES MUST FULFIL THE FOLLOWING CONDITIONS (art. 12(2) of the [CEOS](#)):

- be a national of one of the Member States of the European Union;
- enjoy their full rights as a citizen (have no criminal record);
- have fulfilled any obligations imposed by the laws concerning military service;
- meet the character requirements for the duties involved.

Personal Data

The EPP Group ensures that applicants' personal data are processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision N° 1247/2002/EC.

Equal opportunities

The EPP Group is an equal opportunities employer that is committed to diversity and to creating inclusive working environment. We encourage applications from qualified women and men who fulfil the job requirements, regardless of their age, race, ethnic origin, religion or belief, disability, sexual identity or any other characteristic.

INSTRUCTIONS TO THE CANDIDATES

1. RECOMMENDATIONS

Before filling in the online application form, please read the following instructions carefully. Under no circumstances should candidates approach the Selection Committee themselves, either directly or indirectly, concerning this recruitment procedure. It reserves the right to disqualify any candidate who disregards this instruction.

2. SUPPORTING DOCUMENTS REQUIRED

Candidates **must** provide the Selection Committee with all the information and documents it needs to verify the accuracy of the information given on the application form.

Qualifications, professional experience as well as linguistic knowledge must be accompanied by supporting documents.

Please note that the Selection Committee will base its decisions **solely** on the information given on the application form **and** substantiated by the supporting documents attached to it. The qualifications and professional experience which are not proved by supporting document(s) **will not be taken into account**.

Candidates **must attach to the application form** the copies of the following documents:

- secondary education and post-secondary education diploma(s);
- employment contracts (if applicable, both the initial contract and additional clauses in case of a fixed-term contract) or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed and clearly indicating the start and end dates of periods of professional experience; Please note that the traineeships, even paid ones, are not taken into account as professional experience;
- in the case of current professional activity, a copy of the most recent salary slip or a certificate issued by the state revenue service or a signed and stamped certificate by the accountant of your current employer to enable the Selection Committee to calculate the length of professional activity;
- In the case of self-employed activity: tax forms, VAT forms, trade register, social security documents, invoices, etc., to prove the professional experience;
- documents proving the knowledge of the languages (certificates and diplomas). All claims regarding the candidate's linguistic knowledge must be backed up by certificates and diplomas. In the absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge;
- ID card or Passport.

Please note that the documents proving professional experience must be accompanied by an unofficial translation in either English, French or German.

3. HOW TO APPLY

If you wish to apply for this position, please:

1. Complete in **English** the online application form available on our website: <https://www.eppgroup.eu/about-us/careers>.
2. Upload a [Europass](#) CV in English;
3. Upload a motivation letter (max 500 words) in English;
4. Upload the following supporting documents as a single PDF file including
 - Proof of education (copy of your diplomas & other certificates),
 - Proof of professional experience,
 - Proof of linguistic knowledge,
 - ID card/Passport

Note that the maximum size of attachment is 15 MB.

5. Click on the “Send” button. You will receive shortly afterwards an acknowledgement email confirming that we have received your application. Should this not be the case, please make sure to check your spam folder.

Any urgent communication from the candidates must be transmitted to the Selection Committee's secretariat by email (epp-recruitment@europarl.europa.eu).

4. ADMISSION TO THE SELECTION PROCEDURE

The selection procedure will be organized on the basis of **qualifications**.

INSTRUCTIONS BEFORE APPLYING

1. The Selection Committee will draw up a list of the candidates who have submitted applications in the form required and by the closing date.
2. Candidates who:
 - do not meet the conditions for admission and job requirements;
 - do not duly complete the online application form;
 - do not attach their CV in Europass format;
 - do not attach a motivation letter;
 - do not attach the required supporting documents proving their qualifications, professional experience or remove/black out any content of supporting documents;
 - do not include an unofficial translation of all supporting documents proving their professional experience either in English, French or German;
 - do not attach a copy of the ID card/Passport;

will be eliminated.

5. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The Selection Committee will consider the applications, draw up the list of candidates who meet the job requirements and whose qualifications and duly attested periods of professional experience best match the tasks to be carried out. It will base its decision on the information given on the application form and substantiated by the supporting documents attached to it.

Candidates will receive an email informing them of the Selection Committee's decision on whether they have been shortlisted. The shortlisted candidates may be invited for interview(s) with line manager(s)/HR in due time when a vacancy arises.

If, at any stage in the procedure, it is established that the information given in your application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the call for interest are not met, you will be disqualified.

6. CONDITIONS OF RECRUITMENT

Candidates included on the list of suitable candidates will be eligible to be recruited when the need arises in the EPP Group.

Recruitment will be as contractual agent in function group (FG) IV and basic salary ranges from 3.877 € to 7.189 € depending on the length of previous professional experience. Benefits apply.

The list of suitable candidates will have an initial validity of 1 year. It can be extended. If so, the candidates on the list will be duly informed.

Short-listed candidates who are offered a job will in due course be required to produce the originals of their diploma(s), degree(s) and employment certificates for verification.