

## VACANCY NOTICE FOR THE POSITION OF

### **Expert - Communication - Contract Agent (FGIV)**

Reference no. EEA/CA/2024/15

Please send us your application by no later than 6 January 2025 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to establishing a reserve list of experts to work in the area of climate change in the Secretariat to the European Scientific Advisory Board on Climate Change.

### **THE EUROPEAN SCIENTIFIC ADVISORY BOARD ON CLIMATE CHANGE**

The European Scientific Advisory Board on Climate Change is an independent body providing the EU with scientific knowledge, expertise and advice relating to climate change. The Advisory Board evaluates policies and identifies actions and opportunities to successfully achieve the EU's climate targets. It was established in 2021 by the European Climate Law and consists of 15 independent senior scientific experts covering a broad range of relevant disciplines.

The Advisory Board is supported in its work by a secretariat composed of enthusiastic experts with interdisciplinary competencies relating to climate change and the Advisory Board's mandate. The Secretariat is hosted by the EEA, based in Copenhagen, Denmark.

### **JOB DESCRIPTION:**

The Secretariat to the Advisory Board seeks to recruit one experienced professional to join an open, positive, multicultural, and interdisciplinary team of enthusiastic experts to support the work of the Advisory Board and the execution of its work programme. We are in particular looking for a candidate with experience and expertise in online communication and science-to-policy communication.

Under the responsibility of the Head of the Secretariat to the Advisory Board and as a member of the Secretariat's communication team, the Expert shall support communication activities related to the Advisory Board's work.

The position will entail the following tasks:

- Managing and supporting communication projects by contributing to their conception, planning, and implementation, ensuring timely delivery aligned with key policy processes, and dissemination to key stakeholders, such as EU institutions, via targeted products and channels;
- Supporting the preparation and outreach of advice from the Advisory Board, in close collaboration with colleagues, through writing, messaging, and copy editing of various products, including scientific reports, press releases, presentations and briefing notes;
- Developing and maintaining the Advisory Board's online presence through targeted communication on its website and social media channels, as well as producing engaging online digital content such as videos, data visualisations, and infographics;
- Supporting Advisory Board members in their engagement and dialogue with relevant stakeholders, particularly in the field of climate change mitigation and adaptation;

- Tracking relevant European policy processes and milestones, and working collaboratively with colleagues in the Secretariat to identify opportunities for impactful communication and outreach across the EU, including outreach efforts in Member States;
- Preparing events and exploring opportunities to hold joint activities with relevant stakeholders, with the aim of increasing the Advisory Board's visibility among target audiences;
- Coordinating and managing contracts with external providers.

### **ELIGIBILITY CRITERIA:**

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

- a) Successful completion of university studies attested by a degree relevant in the field concerned of at least 3 years;
- b) A minimum of 3 years of relevant professional experience after achieving the qualification set out above.

In addition, in order to be eligible a candidate must:

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Türkiye);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the [Common European Framework of Reference for languages CEFR](#));
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

### **Qualifications - External**

### **SELECTION CRITERIA:**

*(In your application, please provide examples from current or past work experience where these competencies have been applied)*

### **Essential:**

- Proven experience developing and shaping communication in science-to-policy context, including a demonstrated ability to synthesise scientific and technical information into clear, actionable policy-relevant messaging;

- Demonstrated experience in online communication, including creating and evaluating outreach materials in a policy context, with an emphasis on enhancing reach and impact through digital channels;
- Experience in coordinating and managing stakeholders, with a strong understanding of EU institutional audiences and stakeholders, as well as effective stakeholder engagement strategies;
- Proven project management skills and experience in managing and structuring complex communication projects from conceptualisation to evaluation, including oversight of timelines, deliverables, and budgets;
- Excellent command of written and spoken English language, at least at level C1 in all categories according to the [Common European Framework of Reference for Language](#).

**Advantageous:**

- Proven experience working with European Union in a climate context and/ or knowledge and professional experience in EU climate policy developments and processes;
- Strong visual communication skills, including graphic design for reports and presentations, and experience producing digital content (e.g., videos, data visualisations, infographics).

In addition to the requirements above, candidates invited to the written test and interview stage, will also be assessed against the following behavioural competencies:

- Excellent interpersonal skills and ability to interact with a wide range of people and management levels;
- Ability to work collaboratively and in different roles, to circulate information and to share methods and good practice with colleagues to deliver on common work goals;
- Ability to use self-reflection and feedback to improve self-awareness and share insights with others;
- Strong autonomy, organisational and project management skills, with the ability to take responsibility for specific areas of work and to deliver to high standards;
- Diversity awareness and sensitivity;
- Service orientation and ability to understand stakeholder needs and requirements to ensure the delivery of high-quality results;
- Ability to seek out learning opportunities proactively, to handle situations and problems with innovation and creativity.

**THE AGENCY:**

The EEA is an Agency of the European Union (EU) and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

**EMPLOYMENT CONDITIONS:**

The successful candidate will be offered a Contract Agent contract in accordance with Article 3a) of the [Conditions of Employment of Other Servants of the European Union](#). The selected candidate will be employed for an initial time period of four years, renewable.

Successful candidates who are recruited undergo an initial probation period of 9 months.

Please note that recruitment is done in the first step of the grade within Function Group IV to which the successful candidate qualifies, depending on the duration of the acquired professional experience.

For information on salary, please see information published under [Contract Agents](#).

The place of work will be Copenhagen, Denmark.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Temporary Agents. These rules specify that:

*“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.*

*An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.*

*Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2).”*

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see: [Staff Regulations](#)

### **SELECTION PROCEDURE:**

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either**

**directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the publication of [names of Selection Committee members](#).

Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria.

The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 15). Should the case arise that there are various candidates scoring the same number of points in the 15th ranking, the number of candidates to be invited may be increased accordingly to accommodate this.

The interview will be held in English and the candidate's knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in English, in the area of expertise required for the post. The test and the interview will take place online.

At the end of the interviews the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the appointment of the successful candidate and the establishment of a reserve list for the post advertised or similar posts that may become available. This usually follows from follow-up recruitment interviews conducted by the Appointing Authority with the suitable candidates. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2026** and may be extended at the discretion of the Appointing Authority.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.