

**CALL FOR EXPRESSIONS OF INTEREST FOR THE SELECTION OF TEMPORARY
STAFF (ADMINISTRATOR LEVEL AD8) FOR THE DIRECTORATE-GENERAL FOR
FINANCIAL STABILITY, FINANCIAL SERVICES AND CAPITAL MARKETS UNION OF
THE EUROPEAN COMMISSION**

The European Commission (EC) is organising a selection procedure to constitute a list of aptitude of 2 candidates to fill an administrator post at grade AD8, as Senior Press Officer with expertise in crisis communication, in the area of Financial Services, within the “Sanctions” Unit of the Directorate-General for Financial Stability, Financial Services and Capital Markets, (DG FISMA), in Brussels.

The mission of DG FISMA is to preserve financial stability, protect savers and investors, fight financial crime, as well as to ensure the flow and access to capital for businesses and consumers in the European Union (EU). By fulfilling its mission, DG FISMA focuses on the achievement of one of the Commission's political priorities, namely “An economy that works for people”.

DG FISMA’s Directorate for Financial Stability, Sanctions and Enforcement contributes to maintaining an efficient, well-regulated and globally competitive financial sector as well as financial stability and market integrity. In particular, it contributes to the prevention and management of financial crises.

Within this Directorate, the “Sanctions” Unit prepares legislative proposals for the adoption of EU sanctions, supports its uniform implementation throughout the EU, and monitors their enforcement by Member States. In addition, it works to counter the extraterritorial application of sanctions adopted by third countries. The Unit builds bridges between the political decisions taken by the European Council and the Council of the EU, on the one hand, and the EU internal market on the other. The Unit is at the heart of the Commission’s response to the war in Ukraine and, as such, is facing an unprecedented level of requests to explain the EU’s sanctions policy, and to respond to both technical and more political queries from external stakeholders, including the media – in all its aspects. The level of external scrutiny to which this policy area is subject will last for many years.

Throughout the selection procedure, candidates will be invited to an interview set out in Title 5.3 below. The Commission will ensure that the conditions under which candidates sit such test are in line with the recommendations established by the relevant Public Health Authorities (European Centre for Disease Prevention and Control and other international, European and national authorities).

1. NATURE OF DUTIES

The Senior Press Officer in the “Sanctions” Unit will lead the development of long-term communication strategies including persuasive narratives in the area of sanctions policy as well as managing the day-to-day inflow of queries from the media and broader external stakeholders. The successful candidate will contribute to managing the internal and external communication approaches, in particular in crisis situations.

The successful candidate will:

- advise and assist middle and senior management on communications and general outreach, including by developing longer term communication strategies in the field of sanctions policy as well as associated communication plans, ensuring consistency in messaging and lines to take;
- develop and manage processes for an effective crisis communication response ;

- be the lead staff member for coordinating and preparing responses to press queries in the area of financial sanctions.

More specifically, the position will include, but is not limited to, the following duties:

1. developing and coordinating the Unit's communication and outreach, including internal related processes;
2. defining and implementing communication strategies to support the development of detailed narratives, and specific communication actions;
3. managing internal and external communication in times of crisis, including the development of crisis management communication tools;
4. being the first port of call for all external communications work for the sanctions Unit as well as the main lead for all press queries;
5. being responsible for the effective coordination of communication lines within DG FISMA and for the liaison between DG FISMA and all other DGs and institutions inputting to sanctions work;
6. establishing and maintaining active and extensive contacts with relevant staff across the Commission (Spokespersons' Service, Cabinet of the assigned Commissioner, colleagues dealing with sanctions work in other DGs), EU Representations, in order to ensure coherence and visibility of EU positions on sanctions policy in the press and media;
7. producing reports, analyses, briefings, press releases and articles in the area of financial services / EU sanctions policy; and organizing relevant press events in close cooperation with the communication unit and Spokesperson's Service (interviews, press conferences, technical briefings, media seminars);
8. managing the content of DG FISMA's sanctions policy website, and input to the DG's social media channels in the field of sanctions.

2. TYPE AND DURATION OF CONTRACT

One of the successful candidates 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 Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents².

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

The maximum duration of the contract will also take account of the relevant provisions of Commission Decision C(2004)1597/6 of 28 April 2004 on the maximum duration of the recourse to non-permanent staff in the Commission services, as last amended (seven years over a twelve-year period)³.

PLACE OF EMPLOYMENT: Brussels

GRADE AD8 (as an indication, the basic monthly salary is € 7.431,71, (*amounts to be adjusted annually*)⁴)

¹ <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:en:PDF>

² http://ec.europa.eu/civil_service/docs/at_decision_en.pdf .

³ http://ec.europa.eu/civil_service/docs/decision_7_rule_en.pdf

⁴ https://ec.europa.eu/info/sites/default/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-classification-appointment-engagement-c-2013-8970-en.pdf

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.

You must therefore have knowledge of **at least 2 official EU languages**, one at least at C1 level (thorough knowledge) and the other at least at B2 level (satisfactory knowledge). For this selection, one of these languages must be English.

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 \(coe.int\)](http://www.coe.int).

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

	Languages
Application form	Any of the 24 official EU languages, except for point 8.2 (pre-selection criteria) which must be completed in English
Motivation letter	Official EU language other than English
Interview	English

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

3.3. Specific selection criteria

3.3.1. Qualifications

By **the deadline for applications**, candidates must have:

- a level of education which corresponds to **completed university studies attested by a diploma** in communications and/or economics, management or business administration, where the normal period of university education is **four years or more**,

or

- a level of education which corresponds to **completed university studies attested by a diploma** in communications and/or economics, management or business administration where the normal period of university education is **at least three years and appropriate professional experience of at least one year**.

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 applications, candidates must have **at least ten 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 be taken into account only if it:**

- constitutes genuine and effective work.
- is remunerated (except in case of a doctorate, see below).
- 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:

- o **Traineeships** -if remunerated.
- o **Compulsory military service** - if completed (before or after the required diploma), and for a period not exceeding the statutory duration in the relevant Member State.
- o **Maternity/paternity/adoption leave** - if covered by an employment contract.
- o **Doctorate** even if not remunerated, but only for a maximum of three years, and provided the doctorate was actually obtained.
- o **Part-time work** 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 REQUIREMENTS FOR THIS SELECTION

Candidates are invited to choose the language for completing the **application form** (except for point 8.2 which must be completed in English) among any of the 24 EU languages and the language for writing the **motivation letter** among an EU official language which must be different from English. 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.

The language used for the **point 8.2 of the application form** and for the **interview** referred to in point 5.3 is English for the following reasons:

In the interest of the service, successful candidates recruited for this particular field must have sufficient knowledge of English to perform the duties of Senior Press Officer. Successful candidates will primarily use English in their work (internal communication or communication with external stakeholders, drafting of briefings, speeches, press releases). This choice is determined by the interest of the service: a successful candidate who does not meet this requirement would not be immediately operational.

The following aspects are to be considered:

- English is the main language for all written work the Senior Press Officer will be responsible for (communications strategies, press material, drafting publications, briefings, etc). Staff also draft briefings and speeches mostly in English.
- English is the main language used when establishing and maintaining active and extensive contacts with relevant staff across the Commission (Spokespersons' Service, Cabinet of the assigned Commissioner, colleagues dealing with sanctions work in other DGs), EU Representations, in order to ensure coherence and visibility of EU positions on sanctions policy in the press and media;
- English is the main language used in internal meetings and in the meetings with other services of the Commission.
- English is also the main language when communicating with external stakeholders. Most conferences organised by DG FISMA are held in English.

In point 8.2 of the application form, candidates are invited to explain how their qualifications and professional experience fulfil the selection criteria set out in point 5.1. Just like the interview, it will imply a comparative assessment of the candidates.

5. CONDUCT OF THE PROCEDURE

There will be three separate, successive stages in 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 the policy for the engagement and employment of temporary agents, will carry out a pre-selection based on the qualifications and professional experience as described by the candidates in the application form and motivation letter.

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

1. An experience of at least 8 years in managing communication during times of crisis including a proven track record of developing crisis management communication tools and advising senior management during times of crisis;
2. An experience of at least 2 years in the area of communication in financial services including the proven capability of dealing with technical financial sector matters;
3. Proven experience in drafting press releases, briefings, replies to journalists etc. and in particular the ability of putting into simple language issues that are technically complex and politically sensitive;
4. Proven experience in the development of communication strategies and communication plan(s);
5. Proven experience of communication work in a political environment;
6. Proven experience of working on press issues in international organisations and/or bodies, including in EU institutions, agencies or bodies, and managing relationships with a wide variety of other international organisations in the communication environment.

The Selection Committee will rank the candidates by descending order of the marks obtained in the pre-selection stage and will then proceed to checking 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 set 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 four times the number of potential successful candidates sought for this list of aptitude, ie, **8 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

A **maximum of 8 candidates** who have scored the highest overall marks at the pre-selection and meet the eligibility requirements will be invited for **an interview in English** to assess the candidates' **motivation** as well as the following **competencies**:

- a) the skills acquired in the course of the candidate's professional career and the main duties carried out;
- b) the candidate's ability to perform the duties and his/her knowledge related to the duties set out under Title 1;
- c) oral communication
- d) knowledge of English.

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

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

Only the two candidates with the **minimum required pass mark and the highest scores obtained at the interview** can be included on the list of aptitude, provided they meet the general and specific conditions set out in this Call for Expression of interest.

5.4. List of successful candidates

The Selection Committee will place on the list of aptitude the names of successful candidates who have obtained the pass mark as well as the highest marks for the interview out of 60, 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 aptitude.

The list of aptitude 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

Completed applications, accompanied by a letter of motivation, must be sent to the following address: FISMA-COM-TA-2022@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 of the deadline for applications.

Candidates should use the same e-mail address for all correspondence with the Selection Committee and for any request for information.

The deadline for applications is 16 January 2023, noon Brussels time

Candidates must provide the following **documents in their application file** confirming the information given therein:

- **Application form duly completed in any of the 24 EU official languages** (pre-selection criteria section (point 8.2) of the application form must be completed in **English**). In point 8.2 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 an EU official language other than English**
- **Copy of a document proving citizenship** (identity card or passport); **in original language;**
- **Copy of the diploma(s) or certificate(s) of the required level of education; in original language;**
- **Employment certificates proving the length of professional experience in original language.** These documents must clearly show the function, the field of activity, the nature of the tasks, 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 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 payslips and the final monthly payslip 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 payslip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the required supporting documents. If these documents are not received by the deadline for applications, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the Selection Committee at least ten working days before the deadline for applications, via the following email address: FISMA-COM-TA-2022@ec.europa.eu

The aim is to enable candidates to produce a complete and acceptable file 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 supporting documents for the purpose of this selection.

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 information¹, 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.

¹ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53.

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 selection notice is published in the 24 official languages of the European Union on the websites of the Directorate-General for Financial Stability, Financial Services and Capital Markets (DG FISMA) and EPSO. Candidates should consult DG FISMA Europa website as the Selection Committee may publish additional information therein.

As mentioned in Title 6 of the present call for applications, candidates are invited to fill point 8.2 of the application form in **English**.

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 process.

Communication between the secretariat of the Selection Committee and the candidates will take place in English.

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:

FISMA-COM-TA-2022@ec.europa.eu

Your request will be forwarded to the Chairperson 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;

 • by post to: **European Commission, DG HR.F.6, L107/20, BP-1049 Brussels**
FORM EN.doc FORM EN.doc FORM EN.doc

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 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>