



3 May 2019

STAFF VACANCIES

Ref. 1907CAFGIV

The European Insurance and Occupational Pensions Authority (EIOPA) is an independent advisory body to the European Parliament, the Council of the European Union and the European Commission that was established on 1 January 2011.

EIOPA is at the heart of insurance and occupational pensions' supervision in the European Union. It is part of the European System of Financial Supervision (ESFS) which includes also the European Banking Authority (EBA), the European Securities and Markets Authority (ESMA) and the European Systemic Risk Board (ESRB).

EIOPA's core responsibilities are to support the stability of the financial system, transparency of markets and financial products as well as the protection of insurance policyholders, pension scheme members and their beneficiaries.

Further information on EIOPA is available on EIOPA's website: <https://eiopa.europa.eu/>.

For its offices in Frankfurt am Main, Germany, EIOPA is currently inviting applications to draw up a reserve list of successful candidates for positions as

Digital Communications Officer

Job description

Major purpose

The successful candidate will be assigned to the Communications Team within the Corporate Affairs Department, which consists of three teams: the Legal Team, the Institutional Relations, Strategy and Implementation Team and the Communications Team. The Communications Team promotes EIOPA's role, business strategy and activities as well as preserves and further strengthens EIOPA's reputation and credibility. He/she will be responsible for the development and implementation of EIOPA's digital communication strategy as part of the overall EIOPA's corporate communication strategy.

EIOPA is currently redesigning its Website to be launched in Q1/2020. The Website is one of the key communication channels. The successful candidate will be responsible for finalisation of the redesign, the launch and maintenance.

Main responsibilities

- Developing and implementing EIOPA's digital communication strategy in the context of the overall corporate communication strategy;
- Finalisation of the redesign project, launch and maintenance of EIOPA's newly designed Website;
- Website management
 - Managing Website content, publishing in a timely manner;
 - Ensuring overall content is kept up-to-date;
 - Performing consistency and quality checks of webpages compliant with EIOPA's style and standards as well as functionality and trends;
 - Managing and analysing requirements for design and layout changes;
 - Managing and presenting regular analysis of Website usage.
- Content creation
 - Developing, editing and repurposing content for digital communication channels;
 - Managing content life-cycle;
 - Working with other members of the Communications Team to develop and implement a rolling content strategy, such as identifying the most important topics and how to best communicate them.
- Managing corporate social media channels;
- Editing and publishing a digital newsletter;
- Contributing to the development and implementation of EIOPA's communications strategy as well as relevant policies and processes;
- Providing support in other communications activities, such as Intranet and multimedia communication;
- Any other tasks as required.

REQUIREMENTS

Eligibility Criteria

- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities;
- Be a national of a Member State of the European Union, Norway, Iceland or Liechtenstein;
- Be entitled to his or her full rights as a citizen¹;
- Have fulfilled any obligations imposed by the applicable laws on military service;

¹ Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

- Be physically fit to perform the duties linked to the post².

Essential Skills

- Qualification:
 - a. a level of education which corresponds to completed university studies, preferably in communications, journalism, politics, economics, business administration, law or finance or a related field attested by a diploma, when the normal period of university education is four years or more; or
 - b. a level of education which corresponds to completed university studies, preferably in communications, journalism, politics, economics, business administration, law or finance or a related field attested by a diploma and appropriate professional experience of at least one year, when the normal period of university education is at least three years.
- At least three years of proven full-time professional experience relevant for this position acquired after the qualification required under a) or b) above;
- Proven experience in developing and managing a Website;
- Proven experience in content managements systems, preferably Drupal;
- Proven experience in developing and drafting content for digital communication channels;
- Proven experience in communicating technical and complex content in a simple manner;
- Excellent oral and written English communication skills;
- Proven experience in liaising with different internal and external stakeholders;
- Good knowledge of MS Office, in particular Word, Excel and PowerPoint.

Desirable Skills

- Proven knowledge of European Union insurance and occupational pensions' regulation and supervision;
- Proven experience in communicating in the field of financial services preferably in insurance or pensions;
- Proven work experience in a multicultural environment;
- Experience of working in or with European Union institutions and international Committees;
- Proven knowledge and experience of HTML.

² Before being engaged, a candidate shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d) of the Conditions of Employment of Other Servants of the European Communities.

For the above position, the following behavioural competencies have to be fulfilled:

- Flexibility in terms of openness to taking over other tasks within EIOPA in view of the dynamic and evolving institutional environment;
- Excellent team player sharing relevant information and supporting team members, able to work in different teams with different levels of stakeholders and in a multicultural environment;
- Being able to have and express a critical view towards own performance and open to learn from experience;
- Being able to listen, pay attention to details, analyse and extract essential information and present it in a creative, clear, concise and impactful way both orally and in writing;
- Is able to communicate content with clarity and enthusiasm; confidently engages with stakeholders and colleagues at all levels; identify and resolve communication blockages;
- Being able to develop and maintain external and internal relationships that inspire trust and respect and build a network to facilitate and ensure best communication results;
- Takes initiative on the improvement of communication processes and procedures; proposes creative solutions to address challenging and emerging communication needs;
- Anticipates possible conflicts between goals, requirements and priorities and prioritizes effectively when faced with limited resources or time pressure;
- Takes personal responsibility for the quality, precision and timeliness of own work, and achieves results with minimal supervision.

Place of employment

Frankfurt am Main, Germany

Function group and grade

Function Group IV

Monthly basic salary

CA FG IV Grade 13/Step 1: 3,462.02EUR

CA FG IV Grade 14/Step 1: 3,917.09EUR

CA FG IV Grade 16/Step 1: 5,014.53EUR

plus specific allowances where applicable*.

Envisaged start date

1 August 2019

Contract type and duration

Successful candidates may be offered an employment contract for three years as a Contract Agent. The contract may be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration.

Reserve list

Possibility of reserve list with validity until up to 12 months, in case of more than one successful candidate.

* Summary of Conditions of Employment

1. Successful external candidates will be classified in Grade 13/Step 1, grade 14/Step 1 or Grade 16/Step1.

Function Group /Grade ³	Monthly basic salary ⁴	Monthly net salary, excluding allowances	Monthly net salary, including specific allowances ⁵
FG IV/GRADE 13/Step 1	3,462.02 EUR	2,900.85 EUR	4,192.04 EUR
FG IV/GRADE 14/Step 1	3,917.09 EUR	3,139.69 EUR	4,624.80 EUR
FG IV/GRADE 16/Step 1	5,014.53 EUR	3,922.17 EUR	5,639.30 EUR

2. Salaries are subject to a Union tax deducted at source and are exempt from national taxation.

3. Depending on the individual family situation and the place of origin, the successful jobholder may be entitled to expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits.

4. Annual leave entitlement of two days per calendar month plus additional days for grade, distance from the place of origin and in addition on average 15 EIOPA holidays per year.

³ [Implementing rules concerning the use and engagement of contract agents](#)

⁴ The basic salary weighted by the current correction coefficient for Germany.

⁵ An estimation of net salary, including the deduction for tax and social security and adding the allowances (this estimation has been calculated with expatriation allowance, household allowance and with one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

5. EU Pension Scheme (after 10 years of service).

6. EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

7. General and relevant technical training plus professional development opportunities.

Application process

The recruitment process will include a panel interview and a written test. In addition, there may be a pre-screening exercise and a bilateral interview.

Applications should be submitted in **English language** including:

(1) **Curriculum Vitae** clearly indicating (among all):

-**Qualifications** (please list exact dates of your academic qualifications gained)

-**Responsibilities, experience and skills** gained in previous positions (please list exact dates of your work experience gained)

-**Nationality/Citizenship**

-**Language skills**

and

(2) **Motivation Letter** of no more than one page, explaining why you are interested in the post and what would be your added value you would bring to EIOPA if selected.

Applicants will be assessed on the basis of the eligibility and selection criteria specified in the vacancy notice and these must be met by the closing date of the vacancy notice.

Applications should be submitted to recruitment@eiopa.europa.eu, specifying in the subject the reference number above. Deadline for application is 23:59 CET on 9 June 2019.

The successful candidate will be required to make an annual declaration in respect of any interests which might be considered prejudicial to his/her independence. Before recruiting a member of staff, EIOPA's Executive Director will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest. To that end, the successful

candidate, using a specific form, shall inform the Executive Director via the Ethics Officer of any actual or potential conflict of interest.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- [Candidates Manual](#)
- [Implementing rules concerning the use and engagement of contract agents](#)
- [Staff Regulations and Conditions of Employment of Other Servants of the European Communities](#)