

## NOTICE OF VACANCY

### SECONDED NATIONAL EXPERTS

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|-------------------------------|--|
| <b>1. Directorate General</b> | <b>: HR</b>  |
| - Directorate                 | <b>: D- Legal Affairs, Communication and Stakeholder Relations</b> |
| - Unit                        | <b>: HR.D.3- Communication</b>                                     |
| - Place                       | <b>: Brussels</b>  |
| - Head of Unit                | <b>: Norman JARDINE</b>  |
|                               | <b>Tel. + 32 2 292852</b>  |
| - Date of beginning           | <b>: first quarter 2012</b>  |

Please note that the secondment will be governed by the Commission decision C(2008)6866 of 12/11/2008 laying down rules on the secondment to the Commission of national experts to the Commission. This decision is available on [http://ec.europa.eu/civil\\_service/job/sne/index\\_en.htm](http://ec.europa.eu/civil_service/job/sne/index_en.htm)

### **2. Main areas of responsibility**

The national expert is expected to proactively participate in a range of IC activities promoted by the unit. This will include proposing and delivering actions in some or all of the following areas : increasing the effectiveness of communication tools and social media inside a large public administration; the definition of integrated communication campaigns; the reinforcement of the internal communication function across the Commission; input to the design of an IC professionalization programme; support in further implementing the Commissions internal communication and staff engagement strategy; building and sustaining relationships with stakeholders inside the Commission (business units, IC professionals, HR community, Cabinet...); designing and executing Intranet strategy; monitoring and evaluation of internal communication activities; leveraging the local internal communication infrastructure; and acting as an ambassador for internal communication activities

### **3. Main qualifications**

We are looking for an expert in the field of Internal Communication (IC), capable of advising and providing guidance to the Unit on the full range of internal communication issues. The successful candidate will have a broad range of experience in the Internal Communication domain, ideally in a multicultural and/or international context. He/she will have highly developed interpersonal and communication skills; outstanding oral, written and presentation competence; be able to demonstrate a track record of success in Internal Communication and a strategic approach to communication and programme development. The successful candidate

will hold a professional communication qualification and have ideally at least five years experience in a senior communication role in a public sector organisation. Previous experience in communicating HR issues to staff inside an organisation undergoing internal reforms is very much welcome, as is experience in the delivery of e-services and/or move towards an "on-line administration". Experience in the area of external communication and dealing with the media are welcome. Strong networking and influencing skills, creative marketing ability and a sound understanding of web 2.0, social media and intranet technologies are also essential.

**4. Languages**

Fluent in both English and French.