

**CORRIGENDUM****EXTERNAL VACANCY NOTICE FOR THE POST OF  
ASSISTANT MEDIA OFFICER**

Deadline for applications	<b>10/04/2020</b>
Reference	Cedefop/2020/01/AST_External
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AST 4
Initial contract duration	5 years renewable
Place of employment	Thessaloniki (Greece)

We are looking for a highly motivated person with experience in journalism or communication and social media and who can quickly participate in our press and news activities.

**1. IS THIS JOB FOR YOU?**

As the Assistant Media Officer you will work in Cedefop's Communication Department's press and news activities. You will report to the Head of Department and work in close co-operation with the Media Officer.

The mission of the Communication Department is to make Cedefop's work known to policy-makers across Europe by collecting, processing and disseminating information on vocational education and training (VET), with emphasis on Cedefop's own contribution to policy-making, and by providing clear and well-targeted communication. The Department currently has 25 staff members.

The press and news activities are part of the Communication Department's external communication team. With the production of online news, social media content, the Cedefop newsletter, videos, the magazine Skillset and match and press releases, the team contributes to raising the profile of VET and Cedefop's visibility.

As Assistant Media Officer you will support the implementation of Cedefop's communication policy and be involved in all press and news activities. You will have a central role in helping Cedefop to increase its social media outreach.

**Key responsibilities:**

- draft and edit online news headlines, press releases and contribute to Cedefop's newsletter production;
- produce content for social media;
- report from events, including live updating of social media;

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(<sup>1</sup>) See Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>.

- assist in video clip and interview production, including writing video scripts, conducting interviews and overseeing editing;
- source and draft material for Cedefop's Skillset and match magazine;
- contribute to the design and implementation of communication campaigns;
- maintain media relations, including responses to enquiries, in consultation with the Media Officer, and arrange staff members' interviews with media;
- contribute to the development and updating of Cedefop's communication plan;
- contribute to monitoring and reporting on Cedefop's external communication activities;
- manage the media contacts database;
- act as a back-up to the Media Officer.

## 2. WHY CEDEFOP?

Cedefop is one of the EU's decentralised agencies. It supports the design of well-informed European vocational education and training (VET) policies and contributes to their implementation. These policies help the citizens to acquire the skills they need in today's and tomorrow's society and labour market.

The work of the Agency includes research and policy analysis at EU level to provide innovative evidence, share data and support mutual-learning across EU countries.

Cedefop's areas of work comprise vocational education and training and apprenticeship reforms, current and future skill needs in the labour market, recognition of qualifications and the validation of work-based learning.

Cedefop works together with the European Commission, Member States and social partners. The work of the Agency is governed by a [Founding Regulation](#), which also defines its objectives and tasks.

Cedefop has its seat in Thessaloniki, Greece ([Life in Thessaloniki](#)). The Agency offers an international and stimulating workplace, with about 130 staff from EU countries.

To find out more about Cedefop, visit our [website](#).

## 3. WHAT ARE THE SELECTION REQUIREMENTS?

### 3.1. Eligibility criteria

For your application to be considered eligible, you must fulfil all the following requirements on the closing date for submission of applications:

#### General conditions:

- be a citizen of one of the Member States of the European Union <sup>(2)</sup>;
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed by the laws on military service;
- be physically fit to perform the duties relating to the post <sup>(3)</sup>.

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<sup>(2)</sup> To be able to apply, you must be a citizen of at least one EU Member State. If you are only a UK citizen you can no longer apply after 31/01/2020.

<sup>(3)</sup> Before appointment, the successful candidate must undergo a medical examination.

Education <sup>(4)</sup> and experience:

- have completed a level of post-secondary education attested by a diploma and, after having obtained the diploma, 6 years appropriate fulltime professional experience;

OR

- a level of secondary education attested by a diploma which gives access to post-secondary education and, after having obtained the diploma, 9 years appropriate fulltime professional experience.

Language skills:

- have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union <sup>(5)</sup>.

Only candidates who fulfil all eligibility criteria will be assessed further.

### 3.2. Selection phase

The selection will be carried out by a panel appointed by the Executive Director. The panel will assess all eligible applications against the selection criteria described in this Section 3.2, using as a reference the description of the role in Section 1 of the vacancy notice.

The panel may be assisted by an external consultant in the assessment of applications and the preparation of interviews.

#### 3.2.1. Preselection based on the application documentation

The panel will assess your application to decide if you should be invited to written test and interview.

It is important that you explain explicitly in the motivation and preselection form how you meet (a) the essential preselection criteria and (b) other preselection criteria. The assessment of both (a) essential preselection criteria and (b) other preselection criteria is carried out solely based on the motivation and preselection form.

(a) Essential preselection criteria <sup>(6)</sup>:

- at least 3 years of proven professional journalistic/communication experience;
- at least 3 years of proven professional experience in writing news-related content in English;
- at least 2 years of proven professional experience in drafting content for social media platforms;
- at least 2 years of proven professional experience in supporting video production;
- at least 1 year of proven professional experience working in a multilingual or multicultural environment;
- excellent English skills (C2 <sup>(7)</sup> level or native proficiency).

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<sup>(4)</sup> Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities (e.g. Naric) will be accepted.

<sup>(5)</sup> Satisfactory knowledge is considered level B2 or above as referenced in the Common European Framework of Reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

<sup>(6)</sup> The work experience does not have to be consecutive. There can be an overlap between the work experience.

<sup>(7)</sup> As referenced in the Common European Framework of Reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

Only candidates who meet all the essential criteria will be scored against the other preselection criteria.

(b) Other preselection criteria:

If your application meets all essential preselection criteria it will be scored against the following other preselection criteria. The non-fulfilment of one or more of these other preselection criteria will not result in your exclusion from the preselection process but may affect your score and thus your chances of being invited for test and interview.

The criteria below are presented in order of priority:

- proven professional experience in designing and implementing communication campaigns;
- proven professional experience in working with content management systems for websites;
- experience in video and photo editing using Adobe Creative Cloud software or other similar tool(s);
- working knowledge (B2 level <sup>(8)</sup>) of a third EU language;
- experience in social media monitoring and analytics.

In the preselection phase, candidates may be contacted for a telephone interview to verify the facts presented in the application documentation. The telephone interview is an intermediate step in the preselection. It does not entitle candidates to be invited for an interview and a written test.

Up to 10 candidates, who obtain the highest scores for the above other preselection criteria will be invited for an interview and a written test.

### 3.2.2. Interview and written test

This stage of the selection procedure will allow you to prove your suitability for the post of the Assistant Media Officer. The panel will conduct the competency-based interview and assess the written test, which will be evaluated anonymously.

The interview will cover the following areas of professional knowledge and competences:

- ability to communicate clearly in English;
- capability to plan and deliver results;
- ability to work independently;
- ability to work under tight deadlines;
- interpersonal skills and aptitude to team work;
- creativity.

The written test will test your:

- ability to write in English for different media;
- ability to work under time pressure and produce factually accurate and easily understandable texts for different audiences;
- attention to detail.

The outcome of the interview will count for 60% and the outcome of written test 40% of the final score.

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<sup>(8)</sup> As referenced in the Common European Framework of Reference:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> .

The test and interview are planned to take place in May or June 2020. Further information on the organisation of the test and interview will be provided upon invitation.

### 3.3. Appointment and list of suitable candidates

As a result of interviews and written tests the panel will propose the most suitable candidate(s) for the post of Assistant Media Officer to be placed on the list of suitable candidates. In order to be proposed to be placed on the list of suitable candidates you must obtain a minimum of 60% of the total points.

If needed, a second interview could be organised prior to the appointment. The second interview would focus on overall suitability of the candidate for the post, covering motivation, relevant technical and behavioural competences, in line with the selection criteria established in the vacancy notice.

The Executive Director will appoint the successful candidate to the post. Other suitable candidates will be placed on a list of suitable candidates.

The appointment of the successful candidate to the post will be finalised after all necessary supporting documents have been checked. The successful candidate will undergo a probation period of 9 months.

The list of suitable candidates may be used for future recruitment for the position advertised in the notice of vacancy. Please note that inclusion in the list does not guarantee recruitment.

The list will be valid until 31 December 2021. The Executive Director may extend the validity of the list.

## 4. WHAT DO WE OFFER?

- temporary agent 2f with an initial duration of 5 years (renewable);
- function group/grade AST 4 <sup>(9)</sup>;
- the monthly basic salary for grade AST 4 step 1, EUR 4,316, is multiplied by the corrective coefficient for Greece (currently 81.8% and reviewed annually);
- salaries are subject to a Union tax deducted at source and are exempt from national taxation;
- depending on the individual family situation and the place of origin, the 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;
- example of net monthly salaries as currently applicable:

AST 4 – Step 1 Net salary		
Minimum final net salary (without any allowances)	Final net salary with expatriation allowance	Final net salary with expatriation, household, one child and education allowances
EUR 2,840	EUR 3,405	EUR 4,606

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<sup>(9)</sup> A good knowledge of a third EU language (at [least B2](#)) level is required for the first promotion to the next grade.

- additional financial support for the schooling of children, if applicable;
- VAT exemption allowance on certain goods for a period of a year, if applicable;
- annual leave entitlement of two days per calendar month plus additional days for age, grade, home leave if applicable, and circa 18 public holidays per year;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment, invalidity allowance and insurance;
- professional training and development opportunities;
- flexible working arrangements, including teleworking.

Further information regarding rights, conditions of employment and benefits can be found in the Staff Regulations <sup>(10)</sup>.

## 5. HOW TO APPLY?

Please submit your application through the online system by **Friday 10 April 2020 (noon) Greek time** (CET +1).

The application form, motivation and preselection form, as well as the CV must be submitted in English.

We strongly recommend that you read the instructions to applicants and the [frequently asked questions](#) before you start filling in your application.

To register and apply, please go to the [vacancies section on Cedefop's website](#), click on the name of the vacancy notice and follow the instructions.

In addition to filling in the application you must attach:

- the motivation and preselection form;
- a detailed CV preferably in the [Europass format](#);
- a copy of your diploma(s) <sup>(11)</sup>.

Please note that the assessment of both (a) essential preselection criteria and (b) other preselection criteria is carried out solely based on the motivation and preselection form. The motivation and preselection form is available on and should be downloaded from the website. It is compulsory to use the template provided. If this document is missing or if the wording of the preselection criteria has been altered or any of the criteria have been deleted, your application will be considered incomplete.

Your CV will be used as a supporting document to your application. It will also be used to gather further information on your career and experience.

Incomplete applications or applications received after the deadline will be rejected.

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<sup>(10)</sup> Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union:

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

<sup>(11)</sup> You must always attach your secondary diploma and/or post-secondary or undergraduate degree (e.g. Bachelor), if applicable.

You are strictly forbidden to make any contact relating to this selection process with the selection panel, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection process.

## 6. EQUAL OPPORTUNITIES

Cedefop applies a policy of equal opportunities and accepts applications without distinction on any grounds.

## 7. PROTECTION OF PERSONAL DATA

Cedefop 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002 and on the free movement of such data (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>).

## 8. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

The successful candidate will be required to sign a declaration of commitment to act independently in the public interest and to sign a declaration in relation to interests that might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

## 9. APPEAL PROCESS

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, at the following address:

CEDEFOP  
The Executive Director  
EUROPE 123  
'SERVICE POST'  
GR – 570 01 Thessaloniki)

Any complaint must be lodged within three months after the candidate has been informed of the decision concerning his/her application.

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the [website of the General Court](#).

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the

European Union. Please consult the [website of the European Ombudsman](#) for further information on the arrangements for complaints to the Ombudsman. Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union. Please note also that under Article 2(4) of the [General conditions governing the performance of the Ombudsman's duties](#), any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.