

VACANCY NOTICE FOR ONE POST OF

Communication Officer

Temporary Agent – AD7

M/F

Starting date: 01/02/2019

to the Bio-Based Industries Joint Undertaking (BBI JU) and establishment of a reserve list

Reference (to be quoted in all your communication regarding this post):

BBI/2018/2/AD/CO

The Bio-based Industries Joint Undertaking (BBI JU) is a public-private partnership between the European Commission and the Bio-based Industry Consortium (BIC). The BBI JU is established in Brussels under European Union law for a period up to 31.12.2024. The Bio-based Industries JU implements a Joint Technology Initiative aimed at promoting investment in the development of a sustainable bio-based industry sector in Europe.

The objective of the Joint Technology Initiative on Bio-based Industries is to implement a research and innovation programme in Europe that assesses the feasibility of the establishment of sustainable and competitive bio-based value chains. These activities will be carried out through collaboration between stakeholders from the research community along entire bio-based value chains, including primary production, processing industries and end-users. The BBI JU encourages the participation of SMEs to ensure their full involvement in the programme.

The BBI JU will organise competitive calls for proposals to support and facilitate research, innovation and deployment activities, which will play an essential role in achieving its objectives. Close synergies with other European Union policies in areas such as industrial competitiveness and SMEs, agriculture, energy and environment, and with the European Structural and Investment Funds or Rural Development related actions will be developed.

The Joint Technology Initiative will engage up to € 3.7 billion for the period 2014 – 2024.

The working language of the BBI JU is English.

For further information, please consult the following website: www.bbi-europe.eu.

1. OVERALL PURPOSE

The Communication Officer will develop, design and implement a comprehensive and effective communications strategy in close cooperation with the Senior Management and the Programme Unit. He/she will be in charge of the dissemination activities of the BBI JU. He/she will coordinate relations with press/media and provide support for relations with BBI JU Stakeholders.



DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Executive Director, the Communication Officer shall be responsible for:

- Developing and implementing the communication strategy, defining and maintaining the BBI JU corporate identity;
- Organising BBI JU events (such as the Stakeholder Forum, info days, conferences, seminars, trade fairs, etc.);
- Promoting the visibility of the BBI JU at national, European and international level;
- Drafting press releases, articles, media briefings, etc.;
- Engaging and managing media relations in Brussels and in other EU Member States, managing interview requests, press briefings, daily press reviews;
- Replying to requests from journalists or from the public in cooperation with the BBI JU Programme team;
- Managing, updating and maintaining the BBI JU website;
- Managing the BBI JU social media accounts (Twitter, LinkedIn, etc.) and interacting with a range of audiences;
- Promoting the BBI JU's achievements, elaborating communication plans and implementing them in close cooperation with the BBI JU Programme team;
- Giving support to the Executive Director in drafting arguments to support the BBI JU's standpoints, briefings, editorials, etc.;
- Explaining the activities of the BBI JU to the public, through presentations at conferences, seminars, workshops, etc.;
- Establishing, developing and maintaining contacts with key BBI JU stakeholders outside the EU institutions: NGOs, consumer organisations, trade organisations, financial institutions;
- Undertaking on additional tasks as required in the interests of the service.

2. ELIGIBILITY CRITERIA

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the closing date for applications.

2.1. General conditions

- Be a national of a Member State of the European Union;
- Be entitled to his or her full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV any language certificates they have obtained which can demonstrate their language skills);
- Be physically fit to perform the duties linked to the post¹.

¹ Before his/her appointment, the candidate shall be medically examined in line with the requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.



2.2. Education²

- Have a level of education which corresponds to completed university studies attested by a diploma when the normal period university education is at least four years or more;

or

- Have a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period university education is at least three years.

2.3 Professional experience

- Candidates must have, at the closing date for applications, professional experience of at least 6 years (in addition to the 1 year mentioned under 'Education') in a field relevant to this position.

3. SELECTION CRITERIA

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

3.1 Essential qualification and experience

- At least five years of professional experience in the running of communication services as described in point 1 above;
- Strong media and public relations experience;
- Excellent writing, editing and proofreading skills;
- Excellent written and spoken communication skills in English (native English speakers will be required to demonstrate the ability to work in a second language at the interview stage);
- Proven experience in organising events and related communications services;
- Experience in using evaluation tools to measure success and impact;
- Experience in project management related to communication;
- Proven experience in managing and coordinating small teams;
- Strong computer literacy;
- Proven experience in website content management, website design and social media tools and platforms.

3.2 Behavioural competences

- Excellent organisational and prioritisation skills with strong attention to detail;
- Ability to work under pressure and produce quality content;
- Good problem-solving skills with a service-oriented and results-driven attitude;
- Sense of initiative with an open and positive attitude;
- Ability to work in a multicultural team and independently in his/her area of responsibility;
- Excellent communication, presentation and networking skills.

² Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.



3.3 Asset

- Established network of interlocutors and/or relevant stakeholders within BBI JU's scope and aims;
- Knowledge of financial and public procurement procedures applicable to EU organisations;
- Familiarity with the scope and aims of the BBI JU and the Bio-based industries;
- University degree in Communications and/or other qualifications in the public relations domain in addition to the minimum mentioned under the eligibility criteria.

Failure to comply with the eligibility and essential selection criteria will result in a disqualification of the applicant concerned.

4. INDEPENDENCE AND DECLARATION OF INTERESTS

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

5. SELECTION PROCEDURE

A Selection Board is nominated by the Appointing Authority of the BBI JU. After applications are screened the Selection Board will, based on elements of the applications, draw up a shortlist of candidates to be invited for an interview. These candidates will also sit a written test related to the field of the post. Following this, the Selection Board will establish a reserve list of suitable candidates to be approved by the Executive Director.

Candidates are reminded that the different selection committees' works are confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

6. APPOINTMENT AND RESERVE LIST

The Executive Director of the Joint Undertaking will select the successful candidate and offer the post.

The Executive Director may decide to interview the candidates before establishment of the reserve list and/or appointment.

A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list may be used in order to fulfil positions within the BBI JU.

Candidates should 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 2019** and may be extended at the discretion of the Appointing Authority of the BBI JU.

7. EQUAL OPPORTUNITIES

The BBI JU, as a Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations³.

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>



8. CONDITIONS OF EMPLOYMENT

The successful candidate will be appointed by the Executive Director of the BBI JU as a **temporary agent at grade AD7** for a period of three years.

The successful candidate will be asked to perform nine months of probationary period.

After an evaluation of the post holder's performance, the contract may be renewed in accordance with the BBI JU legal basis. The period of engagement will not in any case exceed the lifetime of the BBI JU.

Remuneration will be based on the Union scale of salaries. Pay is subject to Union tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

The successful applicant who is offered a contract of employment will be graded on entry into service in step 1 or step 2 of the relevant grade, according to the length of his/her professional experience. The indicative basic monthly salaries of AD7 are:

- Step 1: 6.026,07 €
- Step 2: 6.279,29 €

The place of employment is Brussels, where the JU premises are located.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of Employment of Other Servants of the European Communities, which is available on the following web page:

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

9. APPLICATION PROCEDURE

For applications to be valid, candidates must submit an online application via the BBI vacancies portal: <https://cloud.bbi.europa.eu/web/vacancies/>

Note that there are two links on the portal:

1. The vacancy notice download link
2. The link to the application submission system.

In the event that there is more than one vacancy advertised, please make sure you select the links from the correct line on the list.

Reference	Title	Type of Contract	Grade	Application Deadline	Vacancy Notice	
BBI/2018/2/AD/CO	Communication Officer	Temporary Agent	AD 7	03/09/2018 23:59 (Brussels)	Notice	



1. vacancy notice

2. submission system



The submission system has multiple tabs with different kinds of fields to be filled in:

Application form: Communication Officer - Temporary Agent - AD 7

Personal Details | Education | Professional Experience | Language skills | Other information | Reference | Declaration

Skills and Competencies

Organizational skills *

4000 characters remaining.

Communication skills *

Candidates are required to complete all the mandatory sections before the system will permit the submission of an application.

It is not possible to upload any documents. All the information must be provided via the on-line forms.

IMPORTANT: If a candidate does not receive an acknowledgement of receipt for their application within 10 minutes of submitting it on-line, s/he should:

1. Check their junk mail folder
2. Contact recruitment@bbi.europa.eu if no acknowledgement of receipt mail was found.

For each vacancy (position), any new application made by a candidate with the same e-mail address will automatically erase and replace the previous application for that position.

The application will be rejected if the dossier is incomplete.

Candidates are advised to apply using an e-mail address that will remain valid for several months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

In order to facilitate the selection process, application documents as well as all communications to candidates concerning this vacancy will be in English.

Application forms sent by e-mail, fax or post will not be accepted.

Candidates are asked to report any potential change of contact details in writing, without delay, to the following e-mail address: recruitment@bbi.europa.eu. Please remember to quote the reference of the vacancy(ies) for which you have applied in all correspondence.

10. CLOSING DATE

Applications must be submitted by **10 September 2018, 23:59 CEST** (Central European Summer Time/Brussels time).

The closing date of this vacancy may be prolonged.



Candidates are reminded not to wait until the final days before the closing date of applications' submission. The BBI JU cannot be held responsible for any last-minute malfunction due to an overflow of the application system.

11. REVIEW AND APPEAL PROCEDURE

Review procedure

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via email to: recruitment@bbi.europa.eu . The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Board.

The Selection Board will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

Appeal procedure

If the candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (CEOS), at the following address:

Executive Director
BBI Joint Undertaking
White Atrium Building
TO 56
1049 Brussels
Belgium

The complaint must be lodged within 3 months counting from the notification of the decision you wish to contest.

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the functioning of the European Union and Article 91 of the Staff Regulations and the CEOS before:

The European Union Civil Service Tribunal

**Postal address:
L-2925 Luxemburg**

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Boards is not subject to review by the Court unless rules which govern the proceedings of the Selection Board have been infringed. It is also possible to complain to the European Ombudsman:

European Ombudsman

**1 avenue du Président Robert Schuman – BP 403
F-67001 Strasbourg Cedex**

Complaints made to the Ombudsman have no suspense effect on the period laid down in the Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty.



12. PROTECTION OF PERSONAL DATA

The BBI JU will ensure the candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18.12.2000 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data (Official Journal of the European Community L8 of 12.01.2001). Please note that BBI JU will not return applications to applicants. For more explanations on data protection, please see the annexed privacy statement.