

Job title*: Communication Assistant

Domain:** health; communication

Where: Unit HERA.1 - Policy and coordination

Function Group: FG III

Contract Type: 3b

Express your interest until: 09/02/2024- 12.00 (Brussels time)

Entity presentation (We are)

Health Emergency Preparedness and Response Authority (HERA) is a service of the European Commission.

The HERA shall assist the Commission to improve preparedness and response to serious cross-border threats in the area of medical countermeasures, in particular:

- strengthening health security coordination within the Union involving all relevant actors during preparedness and crisis response times and bringing together the EU Member States, industry and relevant stakeholders in a common effort;
- addressing vulnerabilities and strategic dependencies within the Union related to the development, production, procurement, stockpiling and distribution of medical countermeasures;
- contributing to reinforcing the global health emergency response architecture.

The HERA is assisted by the Coordination Committee, the HERA Board and the HERA Advisory Forum. The HERA currently has 4 units.

HERA.01 "Policy and Coordination"

The main mission of Unit 01 is to ensure an efficient cooperation with the Commission services and smooth inter-institutional relations. The unit is also responsible for coordinating relationships with stakeholders, including HERA Board, HERA Advisory Forum and HERA Board structures in Member States. The unit is also responsible for internal and external communication activities, smooth coordination with other Commission services and EU institutions and the coordination of the DG's international activities.

The unit coordinates responses to briefing requests (briefing allocation, supervision and validation). The unit also provides support for DECIDE planning and input.

The unit is responsible for the DG's internal and external communication activities, including social media.

The unit assists senior management and operational units in the development, coordination and implementation of the DG's input into the Strategic planning and programming cycle. The unit is responsible for establishing annual management plan and annual activity report as well as for the preparedness report.

The unit also is a first point of call for international cooperation concerning HERA, in particular as regards EEA countries, US, Canada, Japan and Korea.

The unit also deals with horizontal questions, including those related to strategic foresight and foreign direct investment cases.

We propose:

We propose an interesting and challenging post for a Communication Assistant in a friendly and dynamic Unit. In this role, candidate will assist in developing and executing HERA media strategy by preparing information and communication material, assisting with social media, and preparing and coordinating internal and external newsletters, amongst other relevant tasks.

Simultaneously, you will act as a central point of contact for disseminating information within the team, ensuring efficient communication. This includes handling scheduling, correspondence, and administrative tasks, coordinating events and contractors. You will also be asked to assist the unit's secretariat in the management of administrative tasks and event scheduling.

Your role will extend to assisting colleagues in charge of overseeing the activities of external service providers and other communication specialists, assisting in negotiation of contracts, and ensuring compliance.

We look for:

We look for a dynamic professional who can wear multiple hats, a candidate who understands the nuances of external communication strategy but can also pivot to assist with internal administrative tasks seamlessly. Proven experience in external communication, including social media management is a plus. Strong organizational and multitasking skills, with the ability to seamlessly transition between communication and administrative tasks. Excellent written and verbal communication skills, with a keen eye for detail. Flexibility and strong team spirit. Familiarity with event coordination, brand management, and crisis communication.

HOW TO EXPRESS YOUR INTEREST?

To express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: CAST Permanent. Please select under selection procedures for contract agent the EPSO/CAST/P/10/2017 / Contract agent / Communication / GFIII profile and open the CAST account.
2. You should send your CV ,motivation letter and CAST nr by the publication deadline to :
 - a. VON BUXHOEVEDEN Daphne - Daphne.VON-BUXHOEVEDEN@ec.europa.eu and
 - b. HERA HRC team - HERA-HR-CORRESPONDENT@ec.europa.eu

No applications will be accepted after the publication deadline.