



Vacancy Notice for the position of Communications Officer

Reference: GHEDCTP3/2024/TA/05

Type of contract	Temporary agent 2f
Type of Post	Administrator
Type of publication	External
Grade for external publication	AD 06
Duration of contract	3 years (renewable)
Place of employment	Brussels, Belgium
Date of publication	29 July 2024
Deadline for applications	26 August at 23:59 CET (Central European Time / Brussels time)
Reserve list valid until	31 December 2025

Number of persons to be selected for the reserve list: 3

Number of Persons to be recruited: 1

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1. Introduction

The Global Health EDCTP3 Joint Undertaking (GH EDCTP3 JU) is a partnership between the European Union and the European & Developing Countries Clinical Trials Partnership (EDCTP) Association whose members are several European and African countries. The GH EDCTP3 JU is established by Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe¹. It aims at supporting clinical research to deliver solutions to reduce the burden of infectious diseases in sub-Saharan Africa and strengthen research capacities to prepare and respond to emerging infectious diseases.

Since 2003, the first and second European & Developing Countries Clinical Trials Partnership (EDCTP) programmes^{2,3} represent a flagship for conducting sound multi-country clinical trials in sub-Saharan Africa, building a true partnership between Europe and Africa, and fostering African leadership in scientific research. These programmes have also contributed to improving linkages between African research organisations, which resulted in the launch of four African Regional Networks of Excellence for clinical trials and more than 200 multi-country clinical trials and clinical studies. Moreover, these programmes have strengthened the ethics review capacity and national regulatory authorities in many African countries and contributed to establish relevant organisations in the region.

Building on the positive experience of the previous EDCTP programmes, GH EDCTP3 intends to:

- Reduce the socio-economic burden of infectious diseases in sub-Saharan Africa by promoting the development and uptake of new or improved health technologies;
- Increase health security in sub-Saharan Africa and globally by strengthening the research and innovation-based capacities for preparedness and response to control infectious diseases.

GH EDCTP3 JU is implementing a budget of approximately EUR 1.6 billion for the period 2021-2027 and consolidating a programme office of around 34 highly qualified, scientific, clinical and administrative professionals from multi-cultural backgrounds from Europe and Africa, operating in a multilingual context. The budget comes from the European Union Horizon Europe Framework Programme of Research and Innovation, the EDCTP Association member countries and additional contributing partners, such as philanthropic organisations and industry, which contribute on an ad-hoc basis. More information can be found in the mentioned Council Regulation establishing the Joint Undertakings under Horizon Europe, notably in its Articles 99-114.

GH EDCTP3 JU is established until 31 December 2031 and is located in Brussels.

¹ Council Regulation (EU)2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 (OJ L 427 of 30/11/2021, p. 17–119) <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021R2085>.

² Decision 556/2014/EU of the European Parliament and of the Council of 15 May 2014 on the participation of the Union in a second European and Developing Countries Clinical Trials Partnership Programme (EDCTP2) jointly undertaken by several Member States [EUR-Lex - 32014D0556 - EN - EUR-Lex \(europa.eu\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0556).

³ Decision No 1209/2003/EC of the European Parliament and of the Council of 16 June 2003 on Community participation in a research and development programme aimed at developing new clinical interventions to combat HIV/AIDS, malaria and tuberculosis through a long-term partnership between Europe and developing countries, undertaken by several Member States <https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX:32003D1209>.

2. Job description

The GH EDCTP3 JU is organising a call for expressions of interest with a view to recruiting and establishing a reserve list of Temporary Agents for the position of Communications Officer.

2.1 Profile

The selected person will take the lead role on the interactive communication and website management.

He/she will also be responsible for the development, design and management of external and internal information and communication actions and projects in order to inform the public and promote the image and activities of the Global Health EDCTP3 Joint Undertaking.

2.2 Tasks

Duties and responsibilities

Under the responsibility of the Team Leader for Strategic Partnerships and Communications, the Communications Officer's main duties and responsibilities will include, but not limited to the following:

Social media, interactive communication, and website management:

- Prepare content for and coordinate the social media activities of Global Health EDCTP3;
- Contribute to content for the Global Health EDCTP3 website;
- Work with service providers to develop/update the corporate design and for the overall management of the Global Health EDCTP3 website.

Internal Communication:

- Contribute to the development, update and implementation of the Global Health EDCTP3 Joint Undertaking's communications and branding strategies;
- Contribute to the drafting of official documents, including corporate materials, templates, corporate brochure, leaflets, fact sheets, annual report, guidelines, etc.;
- Contribute to the development of related training activities;
- Ensure professional management and quality control of Global Health EDCTP3 publications.

External communication:

- Reach out to stakeholders and communicate about the activities of Global Health EDCTP3;
- Interact with journalists, editors and communication experts of partners/initiatives with which Global Health EDCTP3 collaborates or develops joint projects so as to ensure consistent communication activities from both sides;
- Contribute to the drafting of announcements, press releases, news items, journal articles etc.;
- Coordinate the editorial work for preparation of the Global Health EDCTP3 annual report and other ad hoc reports, publications and newsletters.

Conferences and events management

- Organise, manage, monitor and evaluate events/workshops/conferences of the Global Health EDCTP3;
- Coordinate and develop events toolkits (corporate materials, stand materials, press kits, etc.);
- Manage the related budget and procurement activities.

The successful candidate may be required to undertake other tasks and activities as necessary according to the evolution and development of the GH EDCTP3 JU's structure or activities. Duties may evolve depending on the needs of the GH EDCTP3 JU.

3. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following requirements, to be fulfilled by the closing date for applications and maintained throughout the selection procedure and appointment:

3.1 Nationality

- Be a national of a member state of the European Union;

3.2 Education and professional experience

- Have a level of education which corresponds to completed university studies of at least four (4) years attested by a diploma⁴; and, after having obtained the diploma, at least three (3) years full-time professional experience in a field relevant to this position;

OR

Have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma and, after having obtained the diploma, at least four (4) years full-time professional experience in a field relevant to this position;

3.3 Languages

- Have a thorough knowledge of one of the official EU languages⁵ and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained, which can demonstrate their language skills).

Candidates should clearly specify each criterion (nationality, diploma, and languages) in their CV.

Failure to comply with any of the eligibility criteria or failure to mention them in the applicant's CV will result in the disqualification of the applicant.

⁴ Only qualifications issued by EU Member State and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

⁵ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

4. Selection criteria

Eligible candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled by the closing date of applications:

4.1 Essential qualifications and experience

- Suitability to perform the tasks described in point 2.2;
- Knowledge and demonstrated professional experience of at least 3 years in communication related to the area of global health or scientific research;
- Experience of at least 3 years in communicating with a variety of stakeholders;
- Demonstrated professional experience in the budgetary/administrative procedures to enable the communication activities;
- Professional experience in working in a multicultural, international and multidisciplinary environment;
- Ability to draft well /precisely;
- Fluent/Excellent written and spoken English (native or near-native level).

4.2 Advantageous criteria

- Knowledge of digital communications tools (such as LinkedIn, X, YouTube, etc.);
- Knowledge of desktop publishing software (such as Adobe InDesign, Adobe Illustrator, Adobe Express or Canva, etc.);
- Knowledge of content management systems (such as Drupal, Wordpress, etc.);
- Ability to use electronic office tools (Word, Excel, PowerPoint, Outlook, MS Teams, etc);
- Sufficient knowledge of French and/or Portuguese to manage communication with stakeholders in francophone and lusophone Africa.

4.3 Behavioural competences

- Ability to balance multiple high-priority projects simultaneously in a highly dynamic work environment;
- Ability to rapidly identifying key messages and urgency of action for effective communication;
- Ability to develop good interpersonal relationships with a broad range of stakeholders in cross-cultural environments as well as in the team;
- Ability to handle stress well in demanding situations.

Candidates are invited to be as detailed and as clear as possible when describing their professional experience and specific skills and competences in their application. In order to be evaluated in the best possible way, candidates are advised to give evidence of their knowledge and detailed professional experience with specific examples and detailed professional experience.

5. Independence and declaration of interest

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

6. Selection and appointment procedure

6.1 Selection Committee

For each selection process, a Selection Committee is nominated by the Executive Director of the GH EDCTP3 JU.

A Selection Committee is composed of at least 3 members (and alternates), including a member designated by the Staff Committee of the Global Health EDCTP3 Joint Undertaking.

The names of the Selection Committee members will be communicated to the shortlisted candidates in the invitation letter to their assessment.

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning the selection procedure. The Selection Committee's internal proceedings are strictly confidential and any contact with its members is strictly forbidden. The Chair of the Selection Committee reserves the right to disqualify any candidate who disregards these instructions.

6.2 Screening of applications

After applications are screened, the Selection Committee, based on the vacancy notice and on elements of the application, will draw up a shortlist of candidates to be invited for an assessment, which will be held in Brussels or remotely. The candidates not invited to the assessment will be informed that they were not selected.

The assessment will consist of a written test and an oral interview in order to assess:

- The candidate's motivation and understanding of the position;
- The candidate's skills with reference to the job description;
- The candidate's knowledge of the field in which the Joint Undertaking operates;
- The candidate's general aptitudes and language abilities as necessary for the performance of their duties.

The assessment phase will be conducted in English.

6.3 Appointment and reserve list

The Appointing Authority will select the successful candidate to be offered the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Appointing Authority of the GH EDCTP3 JU⁶.

The reserve list may be used in order to fill vacant positions within GH EDCTP3 JU and shared with other JUs.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget.

The reserve list will be valid until **31 December 2025** and may be extended at the discretion of the Appointing Authority.

⁶ 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.

7. Equal opportunities

The GH EDCTP3 JU, as a European Union body, applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

8. Conditions of Employment

The successful candidate will be appointed as a **Temporary Agent AD 06**, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union, for a period of three years, with a probation period of 9 months. After an evaluation of the post holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of the GH EDCTP3 JU.

Remuneration

The successful candidate who is offered a contract of employment will be graded on entry into service in the relevant step (1 or 2), according to the length of his/her professional experience.

The basic monthly salaries for a Temporary Agent AD 06, as of 1 January 2024 in Brussels, are:

step 1: EUR 6,418.36

step 2: EUR 6,688.09

In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation or foreign residence allowance, family allowances including household allowance, dependent child allowance, pre-school allowance and an education allowance.

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) of the European Union, 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

Important information for candidates

For applications to be valid, candidates must submit an application consisting of a motivation letter and a curriculum vitae to the functional mailbox EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu.

Candidates are required to quote the reference of the vacancy for which they have applied in all correspondence: **GHEDCTP3/2024/TA/05**

Applications shall be made in English to be considered.

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

When filling in their application, candidates are requested to **provide examples** of their **professional experience** and **competences**.

When submitting more than one application for a position, any new application made by a candidate will be considered to supersede and replace the previous application for that position.

Candidates are advised to apply using an e-mail address that will remain valid for several months.

Candidates are asked to report any potential change of contact details in writing, without delay, to the following e-mail address: EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu.

Candidates are advised not to wait until the last few days before applying as heavy internet traffic or a problem with the internet connection could lead to your application being interrupted. After the closing date, applications will no longer be accepted.

Applications sent by post will not be accepted.

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.

10. Protection of personal data

Regulation (EU) 2018/1725 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/EC (hereinafter "the Regulation") applies to the processing of personal data carried out by GH EDCTP3 JU.

GH EDCTP3 JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

The GH EDCTP3 JU Privacy Policy describes the measures taken to protect your personal data with regard to the data processing operations in the context of the recruitment of staff. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

More information on Data Protection at GH EDCTP3 JU can be obtained in the Data Protection Register and in the Privacy Notices published in the GH EDCTP3 JU website: <https://globalhealth-edctp3.eu/legal-notice-and-privacy>.

11. Appeal procedure

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

11.1 Request for review of the decision taken by the pre-selection Committee

After receiving the letter notifying the candidate of the decision taken by the pre-selection Committee, he/she may submit a written request for a review of such a decision, within 10 calendar days from the date when the letter/e-mail notifying him/her of the decision was sent to him/her, setting out the reasons for the request to the following e-mail address: EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu

11.2 Appeals

If a 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 at the following address:

Global Health EDCTP3 Joint Undertaking
For the attention of Michael Makanga, Executive Director
TO 56
1049 Brussels
Belgium

The complaint must be lodged within three months, starting from the date the GH EDCTP3 JU notifies the candidate of the act adversely affecting him/her.

Should the complaint be 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 of Officials and Conditions of Employment of Other Servants of the European Union before:

The Court of Justice of the European Union
Rue du Fort Niedergruenewald
L-2925 Luxembourg
https://curia.europa.eu/jcms/jcms/T5_6308

11.3 Complaint to the European Ombudsman

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

Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the GH EDCTP3 JU. Any complaint to the Ombudsman must be made within two years of receiving the Joint Undertaking's final position on the matter. (<http://www.ombudsman.europa.eu>).

The European Ombudsman

1 avenue du Président Robert Schuman
CS 30403
F-67001 Strasbourg Cedex
FRANCE

<http://www.ombudsman.europa.eu/start.faces>

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 for lodging complaints or submitting an appeal before the General Court according to Article 270 of the Treaty on the Functioning of the European Union.