



Bio-based Industries
Joint Undertaking

**Vacancy Notice for the post of
Communication Assistant
and establishment of a reserve list
Temporary Agent – AST2
M/F**

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1. Who we are

The Bio-based Joint Undertaking (BBI JU), a €3.7 billion partnership between the European Commission and the Bio-based Industries Consortium (BIC), is supporting the development of innovative and competitive bio-based industries in Europe by de-risking investments and fostering collaborations between the scientific community and industry.

The bioeconomy sector is an essential contributor to the green future of Europe. Projects funded by BBI JU are delivering sustainable bio-based products and solutions with better qualities than their traditional fossil-based alternatives. In addition, they maximise the circular use of resources and enhance circular production processes.

Bio-based Industries Joint Undertaking

Postal address: BBI JU, TO 56, 1049 Brussels, Belgium

Visiting address: Avenue de la Toison d'Or 56-60, 1060 Brussels, Belgium

www.bbi-europe.eu

Since 2014, BBI JU has funded over 140 projects across Europe, and among them 11 first-of-their-kind flagship biorefineries at commercial scale. These biorefineries will generate over 15,000 direct and indirect jobs in both urban and rural areas, and are expected to reduce about 700,000 tons of CO2 emissions per year.

The BBI JU Programme Office manages competitive calls for project proposals and monitors their implementation. The BBI JU initiative is a significant contributor to the European Green Deal and related EU policies, such as the European Bioeconomy Strategy, the European Biodiversity Strategy, the European Industrial Strategy, among other.

BBI JU has been established for the 2014 – 2024 period. The working language of the BBI JU is English.

For further information, please consult the BBI JU website: www.bbi.europa.eu.

2. Overall purpose

The Communication Assistant will support the Communication team by performing the tasks mentioned below.

DUTIES AND RESPONSIBILITIES

The Communication Assistant will:

Communication activities:

- Support the organisation of events and exhibitions, both in digital and physical format;
- Contribute to the management of BBI JU's social media channels, produce social media content and engage with BBI JU stakeholders via these channels;
- Support the creation, launch, management and monitoring of campaigns;
- Assist with creating graphic design, layout and data visualisation for the BBI JU communication material;
- Contribute to the development and management of content on the BBI JU's website and intranet;
- Assist with creating and promoting printed and digital publications, newsletters, presentations, posters, adverts, banners and other material as required;
- Support the creation and maintenance of contact databases (press, stakeholders, etc.);
- Assist with the development of audiovisual material and the management of the multimedia library;
- Support the press and media relations including distribution of press releases and assisting with regular media monitoring and preparation of reports.

Operational and administrative support:

- Follow up the Communication's budget lines related to communication activities and act as Operational Initiating Agent in financial procedures;
- Assist with preparing and following up public procurement procedures related to communication services;
- Supervise external contractors delivering communication services to BBI JU;
- Provide secretarial support and assistance to the Communication team, draft documents (agendas, briefings, reports, travel arrangements for speakers etc.);
- Provide support for the preparation of reports and analysis of statistics;
- Undertake additional tasks as required in the interests of the service.

3. 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.

3.1. 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.

3.2. Education²

- a level of post-secondary education attested by a diploma;
- OR
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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 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. Professional experience

Candidates must have, at the closing date for applications, professional experience of at least three (3) years (acquired after the education referred to in Section 3.2 Education) in a field relevant to this position.

4. Selection criteria

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

4.1. Essential qualifications and experience

- At least 2 years of proven professional experience in communications;
- Very good command of oral and written English (native English speakers will be required to demonstrate the ability to work in a second language at the interview stage);
- Proficient use of MS office;
- Relevant professional experience with digital communications (managing social media channels, such as Twitter, LinkedIn, YouTube, mailing systems, content management systems, such as Drupal and SharePoint);
- Experience with graphic design tools;
- Relevant professional experience in providing secretarial and administrative support;
- Experience with public procurement procedures;
- Professional experience in organising events.

4.2. Advantageous qualifications and experience

- Knowledge of IT tools used in the European institutions, such as ABAC and ARES;
- Relevant experience with public procurement procedures;
- Educational background and/or training in the areas relevant to the position;
- Knowledge of the bio-based industries sector;
- Professional experience in a similar position in a European institution.

4.3. Behavioural competences

- Proven ability to work in a team in a multicultural, international and multidisciplinary environment;
- Excellent analytical, problem solving and organisational skills;
- Strong sense of responsibility, autonomy and commitment;
- Excellent negotiation, presentation and networking skills;
- Ability to multitask, to prioritise and to meet tight deadlines;
- Cooperative and supportive team player;
- Service-oriented, results-driven and flexible attitude;
- Curious personality, keen to learn and improve continuously;
- Good social skills and ability to communicate effectively.

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

5. 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.

6. Selection procedure

A Selection Board is nominated by the Appointing Authority of the BBI JU. After screening the applications, the Selection Board will, based on elements of the applications, draw up a shortlist of candidates to be invited for an interview. Candidates invited for an interview 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. Competences and interpersonal skills of candidates may be tested before the interview with the Executive Director via psychometric testing, and/or assessment centre organised by an external consultant. The Executive Director may decide to interview the candidates before establishment of the reserve list and/or appointment. Candidates are reminded that the different selection boards' 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.

7. Appointment and reserve list

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

The reserve list will be used to fill vacant 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 2022 and may be extended at the discretion of the Appointing Authority of the BBI JU.

8. 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>

9. Conditions of employment

The successful candidate will be appointed by the Executive Director of the BBI JU as a temporary agent at grade AST2 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 AST2 are:

- Step 1: 3.394,97€
- Step 2: 3.537,62€

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>

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


10. 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 parts to the portal:

1. The Vacancy Document Download Link
2. The Link to the application Submission System.

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

Reference	Title	Type of Contract	Grade	Application Deadline	Vacancy Notice	
02-2018 - PO2018	Project Officer (PO2018)	Temporary Agent	AD 6	07/08/2018 13:00 (Brussels)	<u>Notice</u>	

1. Vacancy Document

2. Submission System

The submission system has multiple tabs for different kinds of information:

Application form: Project Officer (PO2018) - Temporary Agent - AD 6

Personal Details	Education	Professional Experience	Language skills	Other information	Reference	Declaration
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Skills and Competencies

Organizational skills *

4000 characters remaining.

Communication skills *

4000 characters remaining.

IT 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.

Incomplete applications will be rejected.

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.

11. Closing date

Applications must be submitted by **22 July 2021, 23:59 CEST** (Central European Summer Time / Brussels time).

The closing date of this vacancy may be prolonged.

Candidates are recommended 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.

12. 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 the candidate wishes 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 Luxembourg

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.

13. Protection of personal data

The personal information the BBI JU requests from candidates will be processed pursuant to 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. Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the BBI JU. In case of any query concerning the processing of personal data, a request shall be addressed to the BBI JU Data Protection Officer (DPO@bbi.europa.eu).