EUROPEAN CONSERVATIVES AND REFORMISTS GROUP
IN THE EUROPEAN PARLIAMENT

NOTICE OF RECRUITMENT
IRC 204919

Post: **1 MEDIA / COMMUNICATIONS ASSISTANT (F/M)**
Temporary Agent Italian language (grade AST 1)

I. INTRODUCTION

The Group of the European Conservatives and Reformists in the European Parliament has decided to open the procedure for filling 1 post of Media/Communications Assistant Italian language (AST 1) as temporary agent for its Secretariat in Brussels.

Equal opportunities
The ECR Group maintains an equal opportunities policy.

Place of employment
Brussels.

Recommendations
Before applying for the above post, please read the notice of recruitment carefully. It contains details of the conditions to be met and the selection procedure itself.

In no circumstances should candidates approach the Selection Board themselves, either directly or indirectly concerning this recruitment. The Authority Empowered to Conclude Contracts of Employment reserves the right to disqualify any candidate who disregards this instruction.

Closing date for applications
The closing date for applications is **27th November 2026 at 12h00** (as shown on the e-mail or by the postmark or the date given on the delivery slip of the private mailing company).

II. JOB DESCRIPTION

The Media and Communications Assistant fulfils a supranational function within the Secretariat of the ECR Parliamentary Group and assists all ECR Members of the European Parliament.
The position combines social media content creation and editorial coordination with support for the Group's press and media activities.
The successful candidate will contribute to managing and developing the Group's presence across major social media platforms, including X, Facebook, Instagram, LinkedIn, TikTok and other relevant channels, including the creation of short-form videos, engaging digital content and innovative communication formats.
The Media and Communications Assistant will be involved in the planning, preparation and publication of social media content, adapting political messages and parliamentary developments to different platforms and audiences. The successful

candidate will also contribute to monitoring audience engagement, analysing content performance and identifying opportunities to improve the effectiveness of the Group's digital communications.
Experience in producing visual and multimedia content, including graphics, photography, video recording and editing, will be considered an asset.

The successful candidate will work closely with the colleague responsible for Social Media and with the wider Press & Media Team to ensure coherent editorial planning, consistency of messaging and effective day-to-day coordination.

The Media and Communications Assistant will also be at the disposal of the ECR Group in carrying out press and media-related tasks which, within the organisation of the Group, may include drafting statements, campaign briefs and week-ahead documents and proactively identifying potential EU news stories.

The successful candidate will work with other colleagues within the Group's communications services to further the political objectives of the ECR Group in the European Parliament.

Frequent travel is part of the job, in particular several days per month in Strasbourg during the plenary sessions.

These duties require a good knowledge of the functioning of the European Union institutions and of political systems within the European Union.

The post of Media and Communications Assistant in the Secretariat of the ECR Group requires a high degree of availability (for example, frequent meetings and irregular working hours), flexibility, sound judgement, a methodical approach, discretion, adaptability to varying workloads and the ability to work as part of a team in an international environment. Suitable candidates must, amongst other things, be capable of understanding complex and wide-ranging issues, responding rapidly to changing circumstances and communicating effectively.

III. CONDITIONS FOR ADMISSION

The selection procedure is open to candidates who fulfil the following conditions **by the closing date for applications**:

A. GENERAL CONDITIONS

Under article 12, (2) of the Conditions of Employment of Other Servants (CEOS) of the European Union:

- you must be a citizen of a Member State of the European Union;
- you must be entitled to your full rights as a citizen;
- you must have fulfilled any obligations imposed by the laws concerning military service;
- you must produce the appropriate character references for performance of your duties.

B. SPECIAL CONDITIONS

1. Qualifications and professional experience required:

- In accordance with the terms of article 5 of the Staff Regulations:

(i) a level of post-secondary education attested by a diploma, or
(ii) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or
(iii) where justified in the interests of the service, professional training or professional experience of an equivalent level.
- a good knowledge of the functioning of the European Union Institutions and of the political systems within the European Union;
- a detailed knowledge of the political activities of the ECR Group and its Members;
- capacity for team work in a multinational environment.

2. Knowledge of languages

Candidates must have a thorough knowledge of the **Italian language** and a good knowledge of English language.

Knowledge of other European Union languages will be taken into account.

3. Supporting documents required

Professional experience, training or studies, as well as linguistic knowledge must be set out in detail and must be accompanied by supporting documents.
With regard to professional experience outlined in point III.B.1., this must be justified by one or more supporting documents from among those listed for guidance below:
- Employment contracts or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed, the working time and the dates on which the professional experience began and, where relevant, ended;
- In the case of current professional activity, both the initial contract and your most recent salary slip as proof of the duration of that activity;
- Proof of activity as an independent (for example tax forms, VAT forms, register of commerce, social security, invoices).

Should it not be clearly ascertainable from the qualifications and diplomas, ALL claims regarding linguistic knowledge must be backed up by supporting documents. In the case of absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge.

IV. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

The selection procedure will be held on the basis of **qualifications and tests**.

1. A list of the candidates who have submitted their applications in the form required by the closing date and who fulfil the general conditions set out in heading III.A. will be drawn up by the Authority Authorised to Conclude Contracts.

2. Accordingly, candidates who:
- Forward their application after the closing date (as evidenced by the postmark or the delivery slip of the private courier service or e-mail),
- Do not forward their application by registered mail with receipt of delivery, by e-mail or by private courier (see point IX.3),

- Do not fulfil the general conditions for admission,
will automatically be eliminated.

3. The Selection Board will consider the applications, draw up the list of candidates who meet the specific conditions, and select, on the basis of previously established criteria, those candidates whose qualifications and duly attested periods of professional experience best match the duties to be carried out, as described in the Job Description. It will base its decision on information given in the application and backed up by supporting documents.

Candidates who do not meet the conditions governing admission or who have failed to substantiate their claims by means of relevant supporting documents within the time required will be eliminated at this stage.

4. Candidates will receive an e-mail informing them of the Selection Board's decision on whether to admit them to the tests.

5. Please note that the Selection Board may cancel the decision to admit you to the competition if, at any stage whatever in the selection procedure, it finds that
- you do not meet one or more of the general, particular or specific conditions governing admission to the selection procedure, or
- the claims made in your application form are not substantiated by appropriate supporting documents or prove to be inaccurate.

V. INVITATION TO THE TESTS

Invitations to the tests will be sent **by e-mail**. You must therefore include an e-mail address with your application - failure to do so will result in exclusion from the competition.

Candidates are responsible for notifying the Selection Board's secretariat of any changes in their particulars and/or address or e-mail.

The ECR Group cannot be held responsible for the non-delivery of e-mail.

VI. TESTS

The Selection Board may decide to disqualify any candidate whose behaviour disrupts the running of the tests.

A. WRITTEN TESTS

The written tests will be held in **English and /or Italian**

Nature, duration and marking of the tests

1. Test comprising a series of questions, to assess the candidate's knowledge of the European Union its history and institutions as well as the knowledge of the ECR Group its policies and representatives.
Duration of the test: 20 minutes
Marking: 0 to 20 points.
Candidates scoring less than 10 will be eliminated.

2. Test in the field of communication
Duration of the test: 60 minutes
Marking: 0 to 30 points.
Candidates scoring less than 15 will be eliminated

Important:

The tests will be marked in the above order.

Only those candidates having obtained a minimum of 25 points for the whole of the written tests **and** having obtained the minimum mark for each individual test will be admitted to the oral tests.

B. ORAL TESTS

The oral tests will be held in **Italian, English and any other languages the candidate mentioned in the CV**.

Nature, duration and marking of the tests

1. Interview with the Selection Board, to assess the general education and knowledge, particularly of European Union affairs and on communication skills, of the candidate, and his/her ability to express himself/herself.
Duration of the test: maximum 20 minutes
Marking: 35 points

2. Conversation with the Selection Board to test knowledge of a second EU official language. The Selection Board will take into account the knowledge of other languages mentioned in the candidate's application form.
Duration of the test: maximum 10 minutes
Marking: 15 points.

VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The Selection Board will establish a list of suitable candidates from amongst those who have obtained at least 60% of the points for the whole of the tests (written and oral combined) and have obtained the minimum mark required for each of them. Candidates will be listed in order of merit.

VIII. CONDITIONS OF RECRUITMENT

1. Candidates included on the list of suitable candidates will be eligible to be recruited as the need arises in the ECR Group.

2. The list of suitable candidates for the selection procedure will have an initial validity of one year. It can be extended. If so, the suitable candidates will be duly informed.

3. The recruitment will be at the grade AST 1 (estimated basic salary € 3.754,39)

IX. APPLICATIONS

1. The candidate must send a motivation letter specifying the number of the competition together with a Curriculum Vitae and enclose with them photocopies of supporting documents to show that he/she meets the special conditions governing admission to the selection procedure, to enable the Selection Board to verify the claims made in the application. If the candidate fails to do so he/she can be disqualified.

Candidates are asked to number each page of the photocopied supporting documents. All the supporting documents must be listed on a contents page giving a description of each document and the corresponding page number(s). **Candidates are kindly asked not to staple the documents and to submit them only in recto format.** any other format will not be taken into consideration and the candidature will be considered not valid.

If the application is sent by email, you are asked to send it **in PDF format as a single file**, any other format will not be taken into consideration and the candidature will be considered not valid.

None of the papers in the application file will be returned to the candidate.

2. Candidates with a physical disability are requested to enclose with their application, on a separate sheet, details of any arrangements they may consider necessary to help them take the tests, and to attach supporting documents relative to the declared disability.

3. Documents must be sent by post or email **by 27th November 2026 at 12h00** at the latest (as attested by postmark) to the following address:

ECR Group
Human Resources
European Parliament
ZWEIG 02L002
Rue Wiertz
B-1040 Brussels
ECRCOMPETITIONS@europarl.europa.eu

4. The address and e-mail indicated by the candidate in the application will be the address used for all correspondence relating to the selection procedure, including invitations to tests. This address will be considered as the location from which the candidate will depart to travel to the place of the tests.

It is the candidate's responsibility to inform the Selection Board secretariat in writing to the aforementioned address, and in good time, of any change in personal data and/or address or e-mail.

5. Short-listed candidates who are offered a job will in due course be required to produce copies of their diploma, degree and employment certificates for verification.
Please note that the European Parliament reserves the right to verify the authenticity of documents you will provide, either internally or through external services (e.g.

subcontractors specialising in background checks). In addition, as part of a financial audit, you may be asked to provide the original of these documents or a certified copy.

6. Applicants may request, in writing, clarification of, or to appeal against, any decision of the selection board within three working days of notification of the decision by email or by publication on the Group's website. Appeals and clarification requests should be addressed to ECRCOMPETITIONS@europarl.europa.eu; they will be acknowledged within one working day and receive a reply within two further working days.

Protection of personal data

The ECR Group 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, particularly as regards their confidentiality and security.

Recruitment with effect: February 2027

Brussels, 4th November 2026