



## EUROPEAN COMMISSION

### DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS (ECHO)

#### ECHO Office in Ukraine - Kyiv

### VACANCY ANNOUNCEMENT

The European Commission's Directorate-General for European Civil protection and Humanitarian aid Operations (ECHO), funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nation agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channeled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

The ECHO Office in Ukraine is seeking to recruit one national staff to be based in Ukraine-Kyiv for the following position of:

#### **Information and Communication Assistant** **Reference: ICA 2022-10**

The candidates for this position need to demonstrate the following criteria:

##### **Education:**

- A relevant first level university degree or equivalent professional experience in communications, multimedia, journalism or a related field.

##### **Knowledge and Experience:**

- A minimum of 5 years' relevant experience in communications, multimedia or journalism
- Excellent writing, strategic communication and coordination skills
- Experience in producing communication materials addressing different audiences, including for media, web, print and social media
- Experience in overseeing translations work
- Photo/video production skills are considered a strong asset
- Previous experience with a multilateral or international organizations in the communication sector is considered a plus
- Previous experience in social media content management is considered an asset.

##### **Job description:**

The jobholder will carry out activities that ensure that the EU audience, the general public in Ukraine, as well as beneficiaries, DG ECHO partners, and local and national authorities are informed of the nature and extent of the humanitarian operations funded by the European Commission. This includes working closely with DG ECHO's partner organisations to ensure that high-quality products are produced and delivered in line with the applicable communication standards and guidelines, but also pro-active content collection and editing of photos, videos and human-interest stories for DG ECHO's website and social media channels. The jobholder will contribute through his/her work to enhance the visibility and knowledge of DG ECHO operations in the region.

##### **Languages:**

- Excellent knowledge of English (verbal & written).
- Excellent knowledge of Ukrainian language (verbal & written).

This is a **local position** open to nationals and other residents of Ukraine with valid work and residence permits. DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and developments opportunities.

The contract is initially for one year with the possibility of renewal subject to a 3 months' probationary period. As an indication, the monthly basic salary is on average approximately **USD 2,930**, which corresponds to 5 years' relevant work experience. The salary will be adapted according to the exact duration of relevant professional experience supported by a work certificate. In addition to this, the employee will also receive other allowances and benefits.

Shortlisted candidates will have to bring the full supporting documentation in original with them during the testing or interview stage in addition to references (including contact details of the HR department and the supervisor) that can be consulted by ECHO.

##### **APPLICATIONS MUST BE SUBMITTED VIA EMAIL BELOW:**

[ECHO-Administration.Kyiv@echofield.eu](mailto:ECHO-Administration.Kyiv@echofield.eu)

Interested candidates **MUST** submit a cover letter, a detailed CV (EUROPASS), academic and employment certificates.

The applications must arrive no later than **26 October 2022** at 23h59 local time Kyiv. The CV and cover letter must be saved and clearly indicate the reference of the position. (Example : CV\_ REF. IEV- ICA-2022-10\_NAME and Cover Letter \_ REF. IEV- ICA-2022-10\_NAME). Only CVs in English will be accepted.

The EUROPASS application and detailed Terms of Reference are available on the EU Delegation's website [https://www.eeas.europa.eu/eeas/vacancies\\_en?f%5B0%5D=vacancy\\_site%3AUkraine&f%5B1%5D=vacancy\\_site%3AUkraine&s=232](https://www.eeas.europa.eu/eeas/vacancies_en?f%5B0%5D=vacancy_site%3AUkraine&f%5B1%5D=vacancy_site%3AUkraine&s=232) as of **11/10/2022**. Only short-listed candidates will be contacted. Candidates who have not been contacted by

**11/12/2022** should consider that they have not been selected.

ECHO's national staff members observe the NS Code of Conduct as published on  
[https://ec.europa.eu/echo/who/about-echo/field-network\\_en](https://ec.europa.eu/echo/who/about-echo/field-network_en).

Any processing of your personal data will be done in accordance with the applicable EU legislation (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. The privacy statement can be found here:[https://eeas.europa.eu/headquarters/headquarters-homepage/3033/privacy-statements\\_ja](https://eeas.europa.eu/headquarters/headquarters-homepage/3033/privacy-statements_ja)

**Any form of canvassing, soliciting or influencing will be treated as grounds for disqualification**

\*\*\*\*\*