



VACANCY NOTICE

Head of Sector – Communication

Temporary Agent 2(f)
(Ref. CINEA/2026/TA/AD7/17)

The European Climate, Infrastructure and Environment Executive Agency (CINEA)

The European Climate, Environment and Infrastructure Executive Agency (CINEA), established in early 2021, is located in Brussels and has a dynamic, dedicated, multinational team of nearly 600 people who are experts in their field.

CINEA's mission is to support the European Commission to boost green growth and clean industry in Europe. To achieve this objective, we manage EU funding for projects in the areas of transport, energy, climate action, environment, maritime, fisheries and aquaculture, with a budget of EUR 65 billion over the 2021-2027 period. We do this through high-quality programme management that supports European beneficiaries to achieve ground-breaking results for a cleaner and more sustainable future. Projects that are funded cover a broad range of topics including the innovative and clean technologies, greener infrastructures, and measures to improve sustainability.

CINEA closely cooperates with seven Directorates-General of the European Commission (*DG Mobility & Transport, DG Energy, DG Research & Innovation, DG Climate Action, DG Environment, DG Maritime Affairs and Fisheries, and DG Regional and Urban Policy*) to manage the following programmes on their behalf:

- The Connecting Europe Facility (CEF): supports high-performing, sustainable and interconnected Trans-European Networks. CINEA manages the fields of Transport and Energy.
- Horizon Europe: the EU's Research and Innovation programme where CINEA manages the programme's cluster dedicated to Climate, Energy and Mobility actions and three Missions (Climate adaptation; Oceans, seas and waters; Climate-neutral and smart Cities).
- The Innovation Fund: one of the world's largest funding programmes for the demonstration of innovative low-carbon technologies. It focuses on highly innovative clean technologies and big flagship projects that can bring significant emission and greenhouse gas reductions.
- LIFE Programme: entirely dedicated to environmental, climate and clean energy objectives.
- European Maritime, Aquaculture and Fisheries Fund (EMFAF): provides funding to support the Common Fisheries Policy (CFP), the Union's Maritime Policy and the EU's agenda for international ocean governance.
- The EU Renewable Energy Mechanism: supports the achievement of the EU's renewable energy targets by increasing investments in production capacity.

- The Public Sector Loan Facility of the Just Transition Mechanism: A key tool to ensure that the transition towards a climate-neutral economy happens in a fair way, leaving no one behind.

Working environment

CINEA is based in Brussels. The number of staff is expected to grow further over the coming years and the purpose of this publication is therefore to set up a reserve list, which will be used to cover the growing needs of the Agency. The reserve list may also be used by other Executive Agencies upon agreement between the respective Appointing Authorities.

The Agency fosters a culture of employee empowerment and engagement, emphasising collaboration, respect, integrity, trust, equality, diversity, and inclusion. The Agency and its staff are committed to a number of core values including innovation, client focus, excellence, well-being, care, work-life balance, sustainability and working together.

Creating a sense of belonging is central to the Agency's culture, which supports skill development and well-being through various initiatives. The Agency's comprehensive onboarding programme, supported by HR, the relevant teams, managers, peers and a buddy system, ensures a smooth integration for new staff. We are excited to welcome new talent to our Agency.

More information on CINEA

Website: https://cinea.ec.europa.eu/index_en

X(Twitter): @cinea_eu

LinkedIn: <https://bit.ly/3wtAjwd>

YouTube channel: <https://www.youtube.com/channel/UCDic9AVxO1PP1SqoKbHMwrA>

Description of the job

Working in the unit 'Communication, People and Workplace' of the Agency's Programme Support and Resources Department, the jobholder will lead the Communication and Event Management team (18 people). The jobholder will manage the team, the annual Communication budget and financial management of communication projects and coordinate the Agency's external and internal communication activities. This includes developing and implementing the communication strategies necessary to achieve the Agency's objectives, and promoting the programmes managed by the Agency as well as CINEA's role and added value. The jobholder will provide support and advice to the Head of Unit and senior management. The jobholder will work closely and collaborate with a wider team of colleagues across the Agency, other executive agencies and the European Commission.

BUSINESS MANAGEMENT and PLANNING

- Contributing to CINEA's strategic planning, key performance indicators and reporting.
- Contributing to the unit's overall strategic objectives and the specific objectives of the team, ensuring that resources are efficiently allocated to achieve them.
- Ensuring collaboration with the European Commission parent DGs, central services and other executive agencies.
- Ensuring effective people management within the team, supporting team members and providing guidance and feedback where needed.

- Defining and supervising internal and external communication strategies and annual work plans and running communication activities.
- Ensuring the evaluation of communication actions via opinion polls and surveys, disseminating the results and lessons-learned and promoting communication expertise and good practice.
- Ensuring the coherence of the communication channels of the Agency with respect to the Agency's institutional identity and ensuring quality checks of the contents.
- Developing and implementing procedures and workflows for the team's work.
- Ensuring effective personnel management within the sector, acting as Reporting Officer for the annual Career Development Review for the team and managing personnel administration processes. Participating in selection procedures for recruitment of staff.
- Managing external contracts and external contractors supporting the team.

COMMUNICATION and PUBLICATION

Overseeing CINEA's communication activities, tools and channels. This includes:

- Coordinating the design, organisation, implementation and on-site/online management of Agency events including conferences, workshops, and info days.
- Representing the Agency in external stakeholder events and Commission Networks.
- Coordinating the design, creation and management of the Agency's internal and external websites and sub-sites.
- Developing and implementing external and internal campaigns.
- Coordinating the design, content and production of publications, storymaps, newsletters, infographics, reports etc. for dissemination inside and outside the Agency.
- Delivering on the objectives of CINEA's Social Media Strategy and platforms.
- Facilitating cross programme activities and synergies.
- Encouraging innovation and continuous development of the Agency's communication outputs, tools, channels, analytics and dashboards.

INTERNAL MANAGEMENT and COORDINATION

- Acting as CINEA's Conference Correspondent (relations with SCIC)
- Responsible for relations with OPOCE.
- Coordinating the Network of CINEA Communication Correspondents
- Acting as back-up Business Continuity Correspondent.
- Acting as Head of Unit when needed.

Qualifications and experience required

A. Eligibility criteria

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more **and**, after having obtain the diploma, **6** years professional experience acquired in positions related to the profile of the post;
- Or a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years **and**, after having obtain the diploma, **7** years professional experience acquired in positions related to the profile of the post;

- Or, where justified in the interests of the service, professional training in a relevant technical domain **and**, after having completed the professional training, at least the professional experience indicated in the table below:

Duration of the professional training	Professional experience
Less than 1 year	10 years
At least 1 year but less than 2	9 years
At least 2 years but less than 3	8 years
At least 3 years but less than 4	7 years
4 years or more	6 years

- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another EU language to the extent necessary to perform their duties.

In addition, in order to be eligible candidates must:

- be a national of one of the Member States of the European Union;
- be entitled to their full rights as citizen;
- meet the appropriate character reference as to their suitability for the performance of their duties;
- have fulfilled any obligations imposed by the applicable laws concerning military service, and;
- be physically fit to perform the duties linked to the post.

Please note that only candidates that comply with the Eligibility criteria will be considered for further steps of this Selection procedure.

B. Selection Criteria

Essential:

- At least 5 years of job-related experience in communication and/or event management
- At least 2 years of people management/coordination experience as a team leader or team coordinator of a similar sized team
- Excellent knowledge of English (C2, both written and spoken).

Advantageous:

- Excellent knowledge of the administrative rules and procedures of the Institutions
- Knowledge of different communication channels including social media and AI tools for communication

Personal qualities essential for the position (evaluated during the interview):

- Proven ability to lead a team
- Capacity to allocate resources and tasks

- Capacity to organise and distribute work and deliver in a structured way
- Ability to conceptualise problems, identify and implement solutions
- Excellent interpersonal and communication skills

The Agency will invite the best candidates to a written test phase, with a maximum of 15 candidates. Only candidates succeeding the written test will be invited for an interview.

Appointment and conditions of employment

The jobholder will be appointed following a recommendation of the selection committee.

Prior to the engagement of the staff the Agency may request references from former employers and reserves the right to contact them.

The jobholder will be recruited as temporary agent, in the grade AD7, pursuant to Article 2f of the Conditions of Employment of Other Servants of the European Communities (CEOS) of the new Staff Regulations which is into force since the 1st January 2014. The salaries of temporary agents are subject to a community tax deducted at the source. They are exempt from national tax. The European institutions have their own social security and pension scheme. The basic monthly salary, before any deductions or allowance (e.g. child allowance, school allowance, expatriate allowance), applicable from 1 July 2025 for grade AD7, first step is 7 876,27€.

The jobholder will serve a probation period of nine months.

The initial contract will be for a duration of 2 years and may be renewed for one additional year. The contract may be renewed again, and in this case it shall be concluded for an indefinite period⁽¹⁾.

The place of employment will be Brussels where the Agency has its activities.

For further information on the legal framework of temporary agents see the web site of the Directorate-General for Human Resources and Security (DG HR) on the internet at

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Application procedure

For applications to be valid, candidates must submit:

- a detailed curriculum vitae, preferably in EU CV format²;
- a letter of motivation, including their views on the mission of the proposed position (2 pages maximum).

(1) The contract is concluded for an indefinite period subject to the conditions set out in Article 7 of Decision SC (2017) 6760. Therefore, without prejudice to the second paragraph of Article 7 of the employment contract, the contract will automatically expire if the Agency's lifetime is not extended.

² EU CV format available on: <https://europa.eu/europass/en/create-europass-cv>

Please merge the CV and Motivation letter in 1 single document, the file should have the following name structure **SURNAME_CV + ML**.

Please note that both the CV and the motivation letter form an essential basis for the pre-selection decision.

Applications must only be sent through the recruitment online system.

[Job Opportunities - European Climate, Infrastructure and Environment Executive Agency](#)

Closing date: applications must be sent no later than **10th July 2026 at 12:00 (noon)**.

Supporting documents showing evidence of the provided information may be requested at a later stage.

Candidates are invited to apply in English to facilitate the selection process.

In no circumstances should candidates approach the selection committee themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards this instruction.

Selection procedure

A - Written tests (45 min)

All pre-selected candidates will be invited to sit the written test at the same time, in general one week ahead of the interview period. In order to ensure the integrity of the tests, there will only be one sitting of the tests. Failure to sit this test will result in the candidate being excluded from the selection procedure.

The test will consist of a case study in English designed to test your:

- your knowledge in the field of the profile;
- your ability to understand, analyse and summarise;
- your drafting ability.

This test will be marked out of 25 (pass mark: 16.25).

Time allowed: 45 minutes

Only candidates that successfully pass the written test will be invited for the interview.

B – Interview (30 min)

Interview with a selection board in English to assess:

- your suitability to carry out the duties of a Head of Sector Communication
 - Your specialist knowledge in the field
- Your communication, inter-personal and problem-solving skills
- Your general knowledge about the CINEA and related policies

This test will be marked out of 100 (pass mark: 65).

Candidates who achieve the minimum passing score of 16.25 out of 25 for the written test and 65 out of 100 for the interview, will be included in the reserve list of suitable candidates. This list may be shared with other Executive Agencies. Please note that inclusion in the reserve list does not guarantee recruitment.

The Agency may organise a second interview with candidates in the reserve list before proceeding with the recruitment.

Please note that the use of artificial intelligence (AI) or any other external assistance during the written test and/or interview is strictly prohibited. Any candidate found to be in breach of this rule will be disqualified from the selection process and their application will not be considered further.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent by email only.

Candidates may request clarifications about the processing of their application by sending an email quoting the reference of the vacancy notice concerned, at the following address CINEA-HR-EXTERNAL-SELECTIONS@ec.europa.eu

Means of Redress

A. Request for review

Candidates may request a review of any decision taken by the Selection Committee that establishes their results and/or determines whether they can proceed to the next stage of the selection procedure or are excluded. Requests for review may be based on:

- a material irregularity in the selection process; and/or
- non-compliance, by the Selection Committee, with the Staff Regulations, the vacancy notice of the selection procedure, its annexes and/or case law.

Candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance in a test or the relevance of qualifications and professional experience. This assessment is a value judgment made by the Selection Committee and disagreement with the Selection Committee's evaluation of tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Candidates may ask for a request for review within 15 calendar days of the date on the email notifying the rejection of their application, indicating clearly the decision that they wish to contest and on what grounds. The request should be addressed to the Chairman of the Selection Committee, quoting the number of the selection procedure concerned at the following address: CINEA-HR-FEEDBACK@ec.europa.eu . Requests received after the deadline will not be taken into account.

Candidates who asked for a request for review will receive an acknowledgment of receipt within 15 working days. The Selection Committee will analyse and decide on the request and candidates will receive a reasoned reply as soon as possible.

B. Other forms of contestation

1. Administrative complaints

Candidates may address an administrative complaint under Article 90(2) of the Staff Regulations to the Director of CINEA acting as the appointing authority.

Candidates may submit a complaint against a decision, or lack thereof, that directly and immediately affects their legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. The Director of CINEA cannot overturn a value judgment made by a Selection Committee.

Candidates may submit their administrative complaint by contacting CINEA within three months of notification of the contested decision or of the date by which a decision should have been made.

The request, indicating clearly the decision that the candidate wish to contest and on what grounds and quoting the number of the selection procedure concerned, should be sent to the following address: CINEA-HR-FEEDBACK@ec.europa.eu. Requests received after the deadline will not be taken into account.

2. Judicial appeals

Candidates may submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by CINEA's appointing authority rather than by the Selection Committee will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section B.1 Administrative complaints).

For the arrangements for judicial appeals please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

3. European Ombudsman

Candidates, like all EU citizens and residents, may submit a complaint to the Ombudsman. Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see section B.1 Administrative complaints).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

For the arrangements for complaints to the Ombudsman please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

Data protection

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the CINEA. The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Candidates are invited to carefully read the relevant Data Protection Notice available on the dedicated page of CINEA's website: https://cinea.ec.europa.eu/about-us/job-opportunities_en

Please note that you have the right to object to the sharing of your personal data with other Executive Agencies. If you wish to object, you can contact CINEA-HR-RECRUITMENT@ec.europa.eu. In such cases, CINEA will ensure that no data of yours is transferred to the central repository of reserve lists.