CALL FOR APPLICATIONS
Senior Communications Officer
(ELA/AD/2026/12)

Type of contract	Temporary agent
Grade	AD8
Duration of contract	5 years (renewable)
Area	Communication and Information
Place of employment	Bratislava, Slovakia
Deadline for applications	27/11/2026, 12:00 (midday, CET)
Reserve list valid until	31 December 2028

The European Labour Authority

The European Labour Authority ('the Authority' or 'ELA') is a Union body in the area of cross-border labour mobility. Its aim is to facilitate access for individuals and employers to information on their rights and obligations; support cooperation between EU countries in the cross-border enforcement of relevant Union law, including by facilitating joint inspections; support Member States in tackling undeclared work; and mediate and facilitate a solution in cases of cross-border disputes between national authorities.

Further information on the Authority is available on its website: www.ela.europa.eu.

The job

The Authority is launching a call for applications establishing a reserve list of Temporary Agents for the position of Senior Communications Officer.

1. Profile

Reporting to the Head of Sector and under the overall responsibility of the Head of Unit, the Senior Communications Officer will support the day-to-day coordination of the communications team and activities within ELA's Information Sector. The jobholder will serve as a focal point for the communications team, supporting the Head of Sector in organising workflows, coordinating deliverables, guiding colleagues, and ensuring the timely and consistent delivery of agreed communication outputs.
The jobholder will play a leading role in implementing ELA's Communication Strategy 2027–2029, with particular emphasis on targeted and localised information and awareness-raising campaigns, anticipatory communication and the effective use of digital communication channels. The Senior

Communications Officer will help shift ELA's operational communication from making information available to ensuring relevant information reaches specific target groups when and where they need it, in close cooperation with ELA's operational units and relevant national, regional and local partners.

Tasks

The tasks of the Senior Communications Officer will include, *inter alia*:

- Coordinating the communications tasks of ELA's Information Sector and contributing to the planning, delivery, monitoring and evaluation of communication activities across the Authority, in cooperation with the responsible operational units;
- Leading the planning, coordination and evaluation of targeted and localised information and awareness-raising campaigns, tailored to specific communities, regions, languages, economic sectors and labour mobility situations, in cooperation with ELA's operational units, Member States, social partners and other relevant partners;
- Supporting the Head of Sector in the day-to-day coordination of the communications team within the Information Sector, providing operational guidance and following up tasks to support timely delivery of agreed outputs;
- Providing senior management and operational units with operational advice on communication planning, audience-oriented messaging, products and stakeholder engagement, in close coordination and without prejudice to the Spokesperson's responsibilities;
- Coordinating the development and delivery of ELA's external operational communication through digital channels, including websites, social media and emerging digital tools and applications, promoting innovative and anticipatory approaches that reduce the effort required by users to access relevant information, and ensuring appropriate planning, content development, quality assurance, monitoring and evaluation;
- Coordinating communication activities across operational units and promoting accessible, consistent and high-quality outputs aligned with ELA's mandate, priorities and visual identity;
- Developing and maintaining effective working relationships with communication counterparts in EU institutions, agencies, Member States, social partners, regional and local authorities, counselling networks, NGOs and other organisations in direct contact with ELA's target groups, as well as relevant contractors and service providers, with a view to strengthening the reach, relevance and effectiveness of operational communication activities;
- Developing and applying evidence-based approaches to planning and evaluating operational communication activities, measuring not only visibility and reach but also audience understanding, accessibility, relevance and practical impact, and using the findings to improve future campaigns and communication methods;
- Coordinating communication-related events and activities;
- Contributing to the development, implementation and monitoring of ELA's communication strategy, annual communication plans and related procedures, in coordination with the Head of Sector, Head of Unit and the Spokesperson, in accordance with their respective responsibilities;
- Contributing to sound financial and contract management for communication activities, including procurement planning, preparation of technical specifications, contract

implementation, monitoring of deliverables, and the identification and analysis of relevant contracts established by the European Commission or other EU agencies;
- Contributing to the achievement of the Authority's objectives through horizontal coordination activities, teamwork, proactive internal communication and collaboration with colleagues across the organisation;
- Representing the Authority, within the scope of the role, in relevant meetings, networks and working groups, and reporting on outcomes and follow-up actions;
- Performing any other duties requested by the line management in the interest of the service.

Qualifications and experience required

2. Eligibility criteria

By the closing date for applications to this call for applications, candidates must fulfil the requirements below:

2.1. General conditions

- Be nationals of a Member State of the European Union or EFTA countries;
- enjoy their full rights as citizens[1];
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the appropriate personal and professional requirements for the duties involved;
- be physically fit to perform their duties[2];

2.2. Language skills

Candidates must have a thorough knowledge of one official language of the European Union and a satisfactory knowledge[3] (level B2) of another language of the Union[4]. As the predominant working language of ELA is English, candidates must have an excellent command of spoken and written English[5].

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[1] Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

[2] Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

[3] The self-assessment of the candidate should be done in accordance with the Common European Framework of reference for Languages (CEFR).

[4] Candidates must also have a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of his/her duties. The European Union has 24 official languages: 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.

[5] Please note that candidates whose mother tongue is English, as well as candidates whose mother tongue is not an official language of the European Union, will be required to demonstrate, at the assessment phase, their ability to work in a second official language of the European Union, as indicated in their application.

2.3. Education

Candidates must have at the closing date for applications, a level of education which corresponds to:

a) a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma[6] and appropriate professional experience of at least one (1) year;

or

b) a level of education which corresponds to completed university studies of at least four (4) years attested by a diploma.

Candidates must indicate in their applications the official graduation dates for all the diplomas they have obtained.

2.4. Professional Experience

At the closing date for applications, candidates must have professional experience of at least nine (9) years (acquired after the education referred to in Section 2.3 Education).

3. Selection criteria

Essential:

- Proven experience of at least five years in areas directly linked to the tasks described in Section 1;
- At least three years' professional experience coordinating the work of a team or multidisciplinary group in a multinational or multicultural environment, including task planning, providing operational guidance, monitoring and follow-up of deliverables;
- Proven experience in developing, implementing and evaluating communication strategies, plans and targeted information or awareness-raising campaigns, including through digital channels, using audience analysis, segmentation and evidence-based approaches to improve reach, relevance and effectiveness.

Advantageous:

- Experience in an EU institution, body, agency or delegation, or in another international or multicultural working environment;
- Experience in developing and implementing multilingual, cross-border or localised communication campaigns in cooperation with public authorities, social partners, civil society organisations or other stakeholder networks;

[6] 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. In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under 'Additional information'.

- Experience in the use of innovative digital communication tools and technologies, including AI-based solutions, to enhance audience targeting, content development, information delivery and the effectiveness of communication activities;
- Experience in public procurement, contract management, communication training or knowledge dissemination.

Moreover, the following **competencies** will be assessed during the selection process:

- Effective communication;
- Prioritising and self-management;
- Driving for results / Leadership;
- Digital communication expertise.

The selection process

4. How to apply

You must apply through the EU CV Online system[7][8] via **this link**:
https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&langue=EN

Before applying, you should carefully check whether you meet all the eligibility criteria.

Applications must include a motivation letter and a CV, both submitted in English to be considered. **Applications not submitted in English will be excluded from the selection procedure.**

To be able to apply via EU CV Online, you must first create an account or sign in to an existing account. If not done already, you must first fill in the electronic CV. Once the CV is completed, you may choose and apply to the call for expressions of interest of your choice. You are advised to fill out **ALL** relevant fields of the application. For guidance, please refer to the guidelines for applications to candidates in ELA's website.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem with the

[7] EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

[8] If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail[8], postmarked no later than the closing date for registration. All subsequent communication between ELA and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.

internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process.

After a correct submission of an application, you will receive an automated acknowledgement of receipt of your application to the email account indicated in your application and, you will receive on screen a registration number. If you do not receive a number, it means that your application has not been registered. Please note it is your responsibility to verify that you provided the correct e-mail address.

All technical questions concerning EU CV Online must be sent through the contact page of EU CV Online.

Once the deadline has passed, you will no longer be able to apply.

Deadline for applications*:* 27th November 2026, at 12:00 (midday, Bratislava time)

If you require more information, please send an e-mail to: recruitment@ela.europa.eu.

5. Steps of the selection procedure

5.1. Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against the **eligibility criteria** described in Section 2.

The selection committee will analyse if the application was submitted in English. Applications not submitted in English will be excluded from the selection procedure.

Applications satisfying all these conditions will then be initially assessed against the **selection criteria** under Section 3.

5.2. Initial assessment of the eligible applications

The selection committee will assess each eligible application with reference to the selection criteria (“Essential” and “Advantageous”) described in Section 3.

Upon completion of the assessment, the selection committee will establish a shortlist of candidates to be invited to the assessment phase.

Please note that once the pre-assessment phase is completed, shortlisted candidates will be invited to the assessment phase. The remaining candidates will be notified, by email, that their application will no longer be taken into consideration.

5.3. The assessment phase

Following the initial assessment of the applications, shortlisted candidates will be invited to the assessment phase, which will be held online. The assessment phase will be conducted in English.

Details of the date and time of the assessment will be communicated to the shortlisted candidates in due time.

The assessment phase involves an interview with the selection committee and one or more test(s) related to the field of this call for applications. This phase will enable the selection committee to carry out an assessment of the pre-selected candidates according to the selection criteria described in Section 3.

5.4. Verification of documents and scrutiny

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified or incorrect, the candidate will be disqualified from the selection process. Candidates will also be disqualified if they do not meet all the eligibility criteria.

Prior to the signature of the contract, the successful candidates must present the documents proving the eligibility criteria and of their experience.

5.5. Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Executive Director of ELA for approval. The adopted reserve list will be valid until 31 December 2028. The validity of the reserve list may be extended by decision of the Executive Director of ELA. The information on valid reserve lists of ELA is published on ELA's website.

Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by ELA (e.g. including a further interview with the Executive Director).

ELA is a signatory to the **Memorandum of Understanding on the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings**. Accordingly, the reserve list established through this selection procedure may also be used by the participating EU Agencies and Joint Undertakings listed in the Annex to this call for applications.

Only the participating EU Agencies and Joint Undertakings listed in the Annex may use the reserve list established through this selection procedure. Candidates placed on the reserve list will be duly informed of any request to share their application documents, and their prior explicit consent will be obtained before any application documents are shared with another participating Agency or Joint Undertaking.

Candidates should note that the inclusion on the reserve list does not imply any entitlement to employment in ELA.

Other important information

6. General information

6.1. Equal opportunities

The Authority is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in the position. ELA ensures that its recruitment procedures do not discriminate on the grounds of gender, colour, race, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

ELA is committed to inclusion and accessibility. If you require any reasonable accommodation or adjustment to participate fully in the selection process, please contact recruitment@ela.europa.eu. We encourage you to let us know of any specific arrangements that may support your participation, so that ELA can help ensure an accessible and inclusive interview and testing process, and equal opportunities for all candidates.

6.2. Selection committee

A selection committee is appointed for each selection procedure. The selection committee is composed of at least three (3) members, including a member designated by the Staff Committee.

Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden. Under no circumstances should candidates approach the selection committee, either directly or indirectly, concerning the selection procedure. Any infringement of this rule will lead to the disqualification from the selection procedure.

6.3. Approximate timetable

The selection process may take some months to be completed. The selection committee intends to finalise the recruitment process for this call for applications by February 2027, with a view to the selected candidate taking office by May 2027.

Please note that once the pre-assessment phase is completed, shortlisted candidates will be invited to the assessment phase. The remaining candidates will be notified, by email, that their application will no longer be taken into consideration.

6.4. Engagement and Conditions of employment

The decision on appointment will be taken by the Authority's Executive Director as the Authority Empowered to Conclude Contracts of Employment on the basis of the reserve list of most suitable candidates.

Before engaging a temporary agent, the Executive Director will examine whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate will inform the Executive Director, using a specific form of any actual or potential conflict of interest[9]. If necessary, the Executive Director shall take any appropriate measures.

A contract as a temporary agent may be offered pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of 5 years, renewable once. After the second period, the contract may be renewed for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

[9] In compliance with Article 11 of the Staff Regulations of officials and Conditions of Employment of Other Servants of the European Union.

6.5. Interagency mobility

Filling a post by means of mobility between EU agencies in the grade bracket AD7-AD8 is also possible, with a view to attracting temporary staff 2(f) that are currently employed at other EU agencies. ELA is following the procedure for interagency mobility and engagement as outlined in the European Labour Authority Decision of 03.12.2019 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS.

6.6. Job environment

The place of employment is Bratislava, Slovakia. Residence within reasonable distance of ELA's office is required in accordance with the Staff Regulations (Article 20).

The jobholder will work in a multicultural, respectful and appreciative environment, which offers the possibility to shape the work of the authority, where collaboration and open and constructive dialogue is encouraged, while building effective work relations.

Working time is based on a 40-hour working week. ELA offers flexible working arrangements such as teleworking, part-time work, and flexible working hours.

6.7. Pay and welfare benefits

The successful candidate who is offered a contract of employment will, on their entry into service, **be placed in step 1 or 2 of grade AD8**, according to the length of their professional experience.

The staff member's remuneration consists of a basic salary and allowances. It is paid in euro **adjusted by the applicable correction coefficient** (in Slovakia the correction coefficient is currently 85,1% compared to Belgium).

The gross basic salary, after correction coefficient is applied, is as follows[10]:

Grade AD8	**Step 1**	**Step 2**
Monthly basic gross salary (without any allowances)	€ 7,813.55	€ 8,143.05

In addition to the basic salary, staff **may be** entitled to various **allowances** depending on their particular situation. These may include:

- **Household allowance** (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold);
- **Dependent child allowance** (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme);
- **Education allowances** (Pre-school or Education allowance) **or Payment of the education fees applicable to selected educational institutions**;
- **Expatriation allowance** or **foreign residence allowance** (16% of the sum of basic salary and other applicable allowances) or foreign residence allowance (4 %).

[10] Amounts are indicated for information purposes and may vary by the time the selected candidate takes up his/her duties following the annual revision of the remuneration.

The salary is subject to a Community tax deducted at source and is exempt from national tax. The salary package includes contributions to the EU social security and pension schemes. Candidates are invited to familiarise themselves with the employment conditions as stated in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union.

Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, the Agency may also reimburse some expenses incurred on recruitment, notably removal expenses.

Additional benefits:

- Annual leave entitlement of two days per calendar month plus additional days for age, grade, 2.5 days' home leave, if applicable, and in addition on average 18 public holidays per year;
- Special leave granted for certain circumstances: e.g. removal, marriage, birth of a child, etc.;
- Various training opportunities;
- Social measures;
- EU Pension scheme (granted after 10 years of service);
- EU Joint Sickness Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment and invalidity allowance and insurance.

6.8. Protection of personal data

Personal data shall be processed exclusively for the purpose of this selection procedure. The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at ELA.

As the body responsible for organising the competition, the Authority ensures that applicants' personal data are processed as required by 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, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). This applies in particular to the confidentiality and security of such data. In this regard, please see ELA Privacy Statement on selection procedures.

6.9. Appeal procedure

Administrative complaints

If a candidate considers that they have been adversely affected by a particular decision, they can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

Complaints shall be submitted at executive-director@ela.europa.eu.

Or by mail at the following address:
European Labour Authority
For the attention of the Executive Director of ELA, Mr Cosmin BOIANGIU

Landererova 12,
811 09 – Bratislava
SLOVAKIA

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – http://europa.eu./eur-lex) starts to run from the time the candidate is notified of the act adversely affecting him/her. The complainant shall clearly indicate the selection procedure reference number and the decision they wish to contest and on what grounds.

Judicial appeals
Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before the General Court:

Court of Justice of the European Union
Rue du Fort Niedergrünewald
L-2925 Luxembourg
LUXEMBOURG

Please note that appeals against decisions taken by ELA will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been submitted and rejected by express decision or by implied decision.

European Ombudsman
It is also possible to complain 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 and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L113 of 4 May 1994:

European Ombudsman
1 Avenue du Président Robert Schuman – CS 30403
F-67001 Strasbourg Cedex FRANCE
https://www.ombudsman.europa.eu

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the General Court of the European Union under Article 270 TFEU. In addition, please note the European Ombudsman cannot open an inquiry on a complaint that is simultaneously subject to proceedings before the General Court of the European Union.

ANNEX

List of EU Agencies or Joint Undertakings which signed the Memorandum of Understanding (MoU)

- European Cybersecurity Competence Centre (ECCC)
- European High Performance Computing Joint Undertaking (EuroHPC JU)
- Agency for the Cooperation of Energy Regulators (ACER)
- Chips Joint Undertaking (Chips JU)
- Authority for Anti-Money Laundering and Countering the Financing of Terrorism (AMLA)
- European Centre for the Development of Vocational training (Cedefop)
- European Banking Authority (EBA)
- Clean Aviation Joint Undertaking (CA JU)
- European Union Agency for Railways (ERA)
- European Union Agency for Criminal Justice Cooperation (EUROJUST)
- European Insurance and Occupational Pensions Authority (EIOPA)
- Clean Hydrogen Partnership (Clean Hydrogen JU)
- Circular Bio-Based Europe Joint Undertaking (CBE JU)
- European Union Agency for Cybersecurity (ENISA)
- The European Union Agency for Law Enforcement Training (CEPOL)
- Global Health EDCTP3 Joint Undertaking (GH EDCTP3 JU)
- SESAR Joint Undertaking (SESAR 3 JU)
- Smart Networks and Services Joint Undertaking (SNS JU)
- European Labour Authority (ELA)
- Innovative Health Initiative Joint Undertaking (IHI JU)