



We are seeking to appoint

Substitute Digital Media Officer

Occupational category¹: 2.18 Assistant to Head of Unit at the Office of the Secretary-General (OSG)
Temporary full-time post (37h30/week) from January to June 2025

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 29,000 pupils on roll. The Office of the Secretary-General is the central office responsible for managing the European Schools' system.

Description of the function

Under the direction of the Head of Pedagogical Development Unit and the Deputy Secretary-General, the function of the Digital Media Officer will consist of supporting the communication activities of various projects, mainly focused on the creation and delivery of media resources (video, audio, graphics, online and print) for the European Schools' system.

Main Duties:

- Creation and production of multimedia resources;
- Designing, formatting, and producing appealing communication material, online and print (news, posters, banners, videos, flyers, booklets, social media visuals...);
- Creating videos and short animations;
- Layouts for publications;
- Help with the promotion of (online and in situ) events in which the OSG participates or organizes;
- Designing, formatting, and producing pedagogical online and print material;
- Support to the pedagogical teams in the production of content;
- Graphic design (flyers, roll-ups, handbooks, banners, etc.);
- Photography and image bank management;
- Videography (interviews, documentaries, promotional content, etc.) ;
- Animation creation;
- Assisting the departments' project managers with associated events;
- Carry out any other tasks requested by line management in the interest of the service.

Profile required:

- Bachelor's degree (minimum of 3 years of higher education) in a relevant field for the position (E.g.: design engineering, graphical design, animation, film production, digital media or digital art);
- A master's degree in a relevant field for the position would be considered as an asset.
- Previous professional experience in a similar position.
- The acquaintance with the following tools and aspects of **Multimedia** will be an **advantage**:
 - o Adobe Creative Suite (InDesign, Photoshop, Illustrator, Premiere Pro, After Effects).
 - o Video production (filming, editing, post-production).
 - o Animation software like Vyond for creating engaging animations and videos.
 - o Graphic design skills for creating handbooks, promotional materials, pictures, illustrations and logos.
 - o Content management systems (Microsoft Teams, SharePoint).
 - o Photography and image bank management experience.
 - o Familiarity with audio-visual equipment for event recording
- **Soft skills**:
 - o Strong sense of initiative;

¹ <https://www.eursc.eu/BasicTexts/2007-D-153-en-14.pdf> (pages 29 and 34, grades 4-6).

- Ability to prioritize;
 - Attention to detail;
 - Ability to work in a team, as well as independently;
 - Strong interpersonal and intercultural skills to succeed in an international environment;
 - Interest and familiarity with video and graphical production and photography;
 - Hard worker who enjoys working in a fast-paced international environment;
 - Interest in communication as a career path, working with teachers and showing a self-sufficient and proactive nature;
 - Enthusiasm and desire to learn and maintain a high level of work quality.
- **Independent user of English or French** (minimum level **B2** according to the Common European Framework of Reference for languages²);
 - Knowledge of other European languages is an asset.

We offer:

- **A temporary contract from January to June 2025** under the conditions provided by Belgian labour and social law
- A challenging professional experience in an international environment
- A gross monthly salary of minimum € 5,713.07 and maximum € 7,837.45 depending on the number of years of relevant professional experience and upon decision of the Secretary-General
- 30 days of annual leave per calendar year
- Same public holidays as the European Commission (around 16 days per year)
- Flexitime and extra-hours systems to compensate overtime
- Hybrid work (work in situ and structural telework)

Interested?

Please follow the instructions below.

Step 1: Fill out the **online form** [here](#)

Step 2: Send your **application** (your motivation letter, CV **in Europass format** and a copy of the requested diploma) to OSG-RECRUITMENT@EURSC.EU by **10 December 2024 midday (12pm) at the latest**.

The 'subject' of the email has to be filled in as follows:

Substitute DMO - Name and First name (example: Substitute DMO – Dupont Jeanne).

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number 1 for the Motivation letter, number 2 for the CV and number 3 for the copy of the diploma (example: Substitute DMO – Dupont Jeanne 1).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.

² A1 and A2: basic user; B1 and B2: independent user; C1 and C2: proficient user