

Call for applications

Selection of temporary staff

No AD.2025.03 — Content development manager

Temporary agent ‘Grade AD6’— 5-year contract

EUDA

The EUDA is one of the European Union’s decentralised agencies. Based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EUDA's mission focuses on contributing to EU preparedness on drugs through four main actions:

Anticipate: We anticipate future drug-related challenges and their consequences.

Alert: We alert in real time on new drug risks and threats to health and security.

Respond: We help the EU and its Member States strengthen their responses to the drug phenomenon.

Learn: We facilitate EU-wide knowledge exchange and learning for evidence-based policies and interventions.

The EUDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

For further information on the EUDA, please visit <https://www.euda.europa.eu/>

Position

The position we are recruiting for is presently situated within the Communication (COM) unit, and the selected candidate will be reporting to the Head of the Communication unit.

The jobholder will be responsible for translating complex scientific information into accessible and engaging content in English for a range of audiences and platforms. The jobholder's work will help amplify the visibility and impact of our agency through thoughtful content creation and adaptation.

Main duties

The successful applicant will be requested to perform the following main tasks and responsibilities:

Science communication

- Translate technical and scientific findings into clear, compelling content tailored to our audiences.

- Collaborate with in-house subject matter experts and cross-unit teams to distil key messages from scientific outputs, findings and research.
- Develop a range of science-based content, using storytelling and other techniques, for formats such as reports, summaries, feature stories, blogs and digital campaign materials.

Content development and repurposing

- Create original content aligned with organisational priorities and brand voice.
- Adapt and repurpose existing content for multiple channels and formats (e.g. transform a technical report into a blog series, social media snippets, or a policy brief).
- Collaborate with content providers across units to shape cohesive communication outputs.
- Ensure website content is current, relevant and consistent with the agency's tone and style.
- Propose and develop new content for the website, aligned with emerging topics and needs.

Editorial oversight

- Ensure scientific accuracy and consistency with organisational messaging.
- Collaborate with colleagues in the communications team to create and deliver key outputs and reports.
- Edit and proofread content for clarity, accuracy, consistency and grammar.
- Coordinate and manage work with external content providers.

Strategic communications

- Support the implementation of the EUDA communication strategy and related action plans.
- Contribute to initiatives that enhance awareness and engagement.
- Contribute to targeted outputs with a strategic, audience-focused approach.
- Help counter mis-/disinformation and respond with scientifically correct narratives.

The jobholder may be required to contribute to other areas of work, according to the needs and priorities of the EUDA.

In order to perform the duties of the post and ensure effective communication with the actors and stakeholders involved, the main working language required for the job is English.

1. Job requirements

1.1. Eligibility requirements

Introduction

The selection procedure is open to applicants who satisfy the eligibility criteria below, on the closing date for application.

General requirements

- Be a national of one of the Member States of the European Union, Norway or Türkiye;
- Have fulfilled any obligations imposed by the laws concerning military service, if applicable;
- Produce the appropriate character references as to the suitability for the performance of the required duties;
- Be physically fit to perform the duties of the post (1).

Education requirements

A level of education that corresponds to completed university studies of at least three years attested by a diploma.

Professional experience requirements

Have at least three years of relevant professional experience starting with the first position occupied after the completion of the diploma or certificate required for admission to this selection procedure, as mentioned above.

Language requirements

- Possess a thorough knowledge (mother tongue or minimum level C1) of one of the official languages of the European Union and,
- a proven satisfactory knowledge (minimum level B2) of another of these languages to the extent necessary for the performance of the required duties (2).

1.2. Essential requirements

Introduction

All eligible applications, according to the afore-mentioned criteria, will be assessed against the requirements listed below solely based on the information provided by the candidates in their application.

Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.

On the basis of the application

1. A completed university degree in communications, science journalism, science communication, journalism, or a relevant scientific or technical discipline.
2. At least three years of proven professional experience in content creation, communications, writing or editorial roles, with a strong focus on science communication and digital formats.
3. Proven experience of creating original, high-quality written content in English that aligns with organisational priorities, brand voice and audience needs.

(1) As a condition for appointment, the successful candidate shall be medically examined in order that the EUDA may be satisfied that they fulfil this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

(2) In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.

Please submit **2 samples** of maximum 3 pages each of recent (within the last 5 years) science communication or content repurposing work in English, indicating clearly your individual contribution to the samples provided, by email in Word or PDF format to: AD.2025.03@euda.europa.eu. Only samples submitted before the deadline for applications will be accepted. Candidates who do not submit samples, will be excluded from the selection process.

4. Proven expertise in repurposing and optimising content across various formats and communication channels.
5. Strong experience in editing and proofreading content for clarity, accuracy, and consistency.

On the basis of the interview

1. Proven experience of contributing to effective, targeted outputs with a strategic, audience-focused approach.
2. Ability to identify and counter mis-/disinformation with evidence-based content.
3. Ability to work autonomously as well as within a team, and with colleagues from diverse disciplines across the organisation.
4. Strong interpersonal skills, with a flexible, proactive and solutions-oriented mindset.
5. Knowledge of the EUDA's products and services and its approach to communication.
6. Knowledge of the work of the EUDA and its role in the EU context.
7. Excellent verbal communication in English.

On the basis of the written test

1. Ability to translate technical and scientific findings into clear, compelling content.
2. Ability to develop science-based content using storytelling and other techniques, with the ability to adapt tone and complexity for different audiences.
3. An approach to developing content that shows independence and creative thinking.
4. Strong attention to detail and commitment to scientific accuracy.
5. Excellent drafting skills in English.

1.3. Advantageous requirements

Introduction

Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

On the basis of the application

1. Proven experience of working in a multilingual and multicultural environment, preferably in an EU context.
2. Proven experience of working in the areas of health, security or drug-related issues.
3. Hands-on experience of digital publishing tools.

4. Hand-on experience of content planning tools.
5. Hands-on experience of visual editing platforms.

On the basis of the interview

1. Familiarity with using metrics or user feedback to shape or improve content strategies.
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2. Submission of applications

2.1. Overview

Procedure

- Interested candidates must apply for this post through the EUDA e-recruitment application, accessible on this link: <https://e-recruitment.euda.europa.eu>.
- To make an online application you will need to create your EUDA profile using a valid e-mail address and a password.
- During the application procedure, candidates should ensure that they clearly indicate how they meet the selection criteria in their application.
- All sections of the application should be completed in English in order to facilitate the selection procedure.

Deadline for applications

The closing date for the submission of applications is 26/09/2025 at 23.59, Lisbon time.

2.2. Selection procedure

Selection on files

- The selection on files is the phase during which the selection committee assess, on the basis of each application file received, whether candidates meet the requirements set for admission, eligibility and selection.
- The essential requirements have a maximum of 10 points each. Non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.
- The advantageous requirements have a maximum of 5 points each. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.
- On this basis, the selection committee will select the candidates that obtain at least 60% of the total points available to rank their compliance with the essential requirements and with the advantageous requirements.

- The maximum number of invitees for an interview shall be 10. This ceiling may be adapted, depending on the number of applications received, by decision of the appointing authority/authority authorised to conclude employment contracts. Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

Interview and written test

- The selected candidates will be invited to carry out an interview and a written test.
- Interviews will be held by the selection committee, either at the EUDA premises or remotely (online). The candidates will be assessed on the basis of the essential requirements mentioned above out of a maximum of 10 points each and the advantageous requirements above out of a maximum of 5 points each.
- Candidates will be asked to undergo a written test, either at the EUDA premises or remotely (online). The candidates will be assessed on the basis of the requirements mentioned above and a maximum of 30 marking points will be available for this purpose.

Reserve list

- The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing authority/authority authorised to conclude employment contracts of the EUDA.
- Only candidates who reach 70 % of the marking points can be included in the reserve list for appointment.
- On the basis of the adopted reserve list, the appointing authority/authority authorised to conclude employment contracts of the EUDA may offer a contract of engagement.
- Candidates shall note that the inclusion in the reserve list does not guarantee that recruitment, which will depend, among other things, on availability of vacant posts and budget.
- The established reserve list may be used in order to fill similar positions within the EUDA.
- The reserve list will be valid until 31/12/2027 and may be extended by decision of the EUDA appointing authority/authority authorised to conclude employment contracts.

Selection committee

The selection committee for this selection procedure will be composed as follows:

- Alexander Soederholm (chairperson and member designated by the EUDA Staff Committee)
- Marie-Christine Ashby (member)
- Rosemary Martine de Sousa (member)

The selection committee's work and deliberations are strictly confidential and any contact, either direct or indirect, with its members is strictly forbidden. The confidentiality principle is

intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

Information on the process

All candidates will be informed of the outcome of the selection procedure.

For up-to-date information on the process of this selection procedure, please visit the EUDA's website at the following link: <https://www.EUDA.europa.eu/about/jobs>

Applicants invited for the second phase may be entitled to a flat-rate contribution towards travel and subsistence expenses. Information will be provided together with the invitation letter.

3. Conditions of employment

Legal framework

A contract offer will be made pursuant to the Conditions of employment of other servants of the European Union (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period according to Title II, Chapter 1, Article 8 of these Conditions.

Place of employment

The place of employment will be Lisbon, Portugal, where the EUDA has its seat.

Remuneration

The remuneration consists of a basic salary and, where applicable, additional allowances, paid on a monthly basis and reimbursements, paid upon their evidenced occurrence.

Monthly basic salary:

- The job holder's monthly basic salary, for AD 6 step 1 will be approximately EUR 6 758.53.

Correction coefficient:

- A correction coefficient is applied to the remuneration of staff members in order to make up for differences in living conditions, as compared to Brussels and Luxembourg.
- In order to evaluate such differences in living conditions, the EU Staff Regulations use differences in purchasing power as a statistically reliable and calculable indicator.
- For Portugal, the local weighting factor is 92.1 % for 2025.

Examples of net monthly salaries are presented below:

AD 6 - Step 1

- Minimum final net salary (without any allowances): EUR 4 771.71
- Final net salary with expatriation allowance: EUR 5 787.84

c) Final net salary with expatriation, household and 1 dependent child allowance: EUR 6 855.73

Income tax

- Income tax is levied progressively at a rate of between 8 % and 45 % of the taxable portion of your salary.
- A special levy (6 %) is calculated on the part of the remuneration exceeding the minimum remuneration.
- Your salary is exempt from Portuguese tax.
- For more information, please see the protocol on the immunities of the European Union.

Social security

Staff members pay a community tax at source and contribute to:

- health insurance and accident insurance;
- EU pension scheme;
- unemployment insurance.

Depending on the individual family situation and the place of origin, the jobholder may be further entitled to:

- Expatriation or foreign residence allowance;
- Family allowances:
 - household allowance;
 - dependent child allowance;
 - pre-school allowance;
 - education allowance;
- Taking up duties allowance:
 - installation allowance;
 - daily allowance intended offset costs of temporary residence;
 - reimbursement of removal expenses;
 - initial travel from place of recruitment to the place of employment for the staff member and direct family.

Annual leave

- Staff members are entitled to annual leave of 24 working days plus EUDA holidays, which correspond to some Portuguese national holidays and Easter, Christmas and other events.
- Additional leave days are granted for age, grade and if you are entitled to the expatriation allowance. Special leave is granted for certain circumstances such as marriage, birth of a child or other family events.

For more information consult our website: <https://www.euda.europa.eu/>

Confirmation of engagement and security clearance

Staff engaged by the EUDA are required to serve a probationary period of nine months.

The successful applicants may be required to undergo a security vetting and clearance procedure.

Declaration of commitment to serve public interest independently

Staff engaged by the EUDA are required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to their independence.

EUDA staff are required to carry out their duties and conduct solely with the interests of the EUDA and of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside their agency. EUDA staff shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EUDA and to the European Union.

Protection of personal data

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party.

Any data provided will be treated in the strictest confidence and with high standards of security.

All documents provided to the EUDA during this selection procedure will be kept in the EUDA's files and will not be returned to applicants.

Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EUDA.

For further details please read carefully the 'Privacy statement' as published in the EUDA website at the following link: https://www.EUDA.europa.eu/about/data-protection_en.

4. Request for review and appeal procedure

Request for review

A candidate who feels that a mistake has been made during the selection procedure may ask to have their application reconsidered by sending, within 20 calendar days from 25/11/2025, a request for review, quoting the number of the selection procedure concerned to the chairperson of the selection committee at the following address:

EUDA
Chairperson of the selection committee
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

Appeals procedure

Candidates who consider that they have been adversely affected by a particular decision may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Union, at the following address:

EUDA Executive Director
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1594050364017&uri=CELEX:01962R0031-20140101>) starts to run from the time the candidate is notified of the act adversely affecting them.

Like all citizens of the European Union, candidates can make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman — CS 30403
67001 Strasbourg Cedex
France

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 complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

5. EUDA contact

Email: Recruitment@euda.europa.eu

Recruiter: Eilika Schlüter

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