



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)

Job no.225634 in *EPSC.A.2*

Valid from 24/09/2015 until

#### Job Holder

##### **Name**

Elisabeth ARDAILLON-POIRIER

#### Job Profile

##### **Position**

DIRECTOR LEVEL

##### **Job title**

Principal Adviser

##### **Domains**

###### **Generic domain**

INSTITUTION DECISION-MAKING MANAGEMENT and SUPPORT

###### **Specific domain**

##### **Job Family**

Management and Advisory Staff

##### **Sensitive job**

No

##### **Overall purpose**

To advise the President and the EPSC Management on communication issues, both strategic and operational; to outreach and liaise with relevant communication multipliers, and opinion shapers, helping to promote and support President's Juncker priorities and policies. To conceive, implement and follow up strategic communication plan for certain Member States, in particular for France.

##### **Functions and duties**

##### **+ COMMUNICATION and PUBLICATION - External and Internal Relations**

- *Communication and publication to liaise, cooperate and provide information with relevant interlocutors for the purposes described above*
- *To organise the action plan on strategic communication in close cooperation with the bureau in Paris.*
- *Participation in the general communication strategy of EPSC, and contributing to the promotion of its activities.*

#### Job requirements

##### **Experience**

##### **Languages**

Listening

Reading

Spoken  
interaction

Spoken  
production

Writing

**Knowledge**

**Competences**

<b>Job Environment</b>
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**Organisational entity**

Type: Directorate

Size: more than 25

Gender balance (within the entity): balanced team

Comments:

Presentation of the entity:

**Job related issues**

☐ Atypical working hours

**Missions**

- ☐ Frequent, i.e. 2 or more missions / month
- ☐ Long duration, i.e. missions lasting more than a week

Comments:

**Workplace, health & safety related issues**

- ☐ Noisy environment
- ☐ Physical effort / materials handling
- ☐ Work with chemicals / biological materials
- ☐ Radioprotection area
- ☐ Use of personal protective equipment
- ☐ Other

Comments:

**Other**

Comments: