MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.
STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- **temporary agents** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **contract agents** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different staff categories,
WE ARE

The Joint Research Centre provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The current vacancy is in the Directorate for Innovation in Science and Policymaking. Its mission is to help EU policies to innovate, stay relevant and be responsive to citizens’ needs by connecting, synthesising and integrating in the processes that underpin evidence-informed policymaking forward-looking knowledge, science and methods from within the JRC and beyond combined with new ways the Commission engages with citizens. The Directorate helps to put the Commission in a position to adapt to the increasing complexity of the challenges the EU faces through developing systemic views, being the sense-maker of knowledge and the connector of hubs of scientific excellence at the science/policy interface. Through enabling the application of democratic principles such as openness, transparency, citizens’ engagement and the use of science in policy-making, the Directorate helps to reinforce trust in EU governance and decision-making.

Specifically the vacancy is for Unit S.1 EU Policy Lab: Foresight, Design and Behavioural Insights, which mission is to inform the conception, development and implementation of EU policies with insights from design thinking, horizon scanning, foresight and behavioural sciences. Our complementary competences in these areas allow us to better anticipate issues requiring EU policy attention, identify issues requiring further analysis, tackle policy issues from different perspectives and applying evidence from the behavioural sciences.

Through the EU Policy Lab, we provide an experimental, collaborative and multidisciplinary space to explore, connect and find solutions for better regulation and better spending.

WE PROPOSE

The EU Policy Lab: Foresight, Design and Behavioural Insights Unit of JRC is proposing an interesting and varied position which objective is to facilitate the implementation of the activities under the Unit’s responsibilities.

This job includes handle administrative procedures within the unit mainly concerning Human Resources document management and finance.

(Reference: Selection reference COM/2023/3237)
Besides, the new colleague will also assist the Head of Unit and all members of the units on administrative, logistical and operational procedures, organisation of events and conformity checks of missions in MIPS.

In particular the main responsibilities of the new colleague will be:

- Assisting the HoU on all procedures related with Human resources within the unit and ensure the correct implementation of the HR Information Systems and Sysper management.
- Ensuring an effective planning and management of unit budget and act as operational initiating agent (OIA) for the unit.
- Contributing to the correct document management at unit level as Document Management Correspondent (DCMO).
- Supporting all members of the unit in the different administrative, logistical and operational procedures.
- Acting as back-up for the other members in the support team of the unit when needed.

**WE LOOK FOR**

We are looking for a service-minded colleague who has experience in administrative procedures within the Commission, specially related to human resources, finance, document management, missions and related. A proactive person with excellent organisational, coordination and communication skills as well as a strong level of resilience and stress resistance. S/he should have a strong sense of initiative and eye for detail and an interest in contributing to the activities of the Unit in a creative and knowledgeable manner.

In particular, we are looking for a colleague with:

- 3 years of relevant working experience.
- Good knowledge and practical experience in administrative procedures within the European Commission.
- Ability to plan, prioritise, and organise tasks.
- Excellent eye for detail and accuracy.
- Very good analysing and problem solving skills.
- Very good command of English (B2) as well as of another EU official language and strong communication skills.
- A proactive approach to work
- Good knowledge of IT tools (e.g. Word, Outlook, Excel, Teams).

The following would be considered an asset:

- Practical experience with events organisation;
- Practical experience in budget, finance and contract management and good understanding of the rules and procedures involved.
HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:
1. your CV  
2. motivation letter  
3. duly filled in application form.
Please send these documents by the publication deadline to HR-JRC-OFFICIALS-TEMPORARY-AGENTS-SELECTION@ec.europa.eu indicating the selection reference DG/COM/2023/3237 in the subject.

No applications will be accepted after the publication deadline.
ANNEX

1. Selection

➢ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:
- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:
In order to be recruited in this position, you must have at least either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:
- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU;
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

1 The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).
What about the selection steps?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, only candidates selected for the next step of the selection phase will be notified.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

Type of contract and working conditions

The place of employment will be in Brussels.

In case the successful candidate is an external candidate, s/he will be engaged as a temporary agent under Article 2(d) of the Conditions of Employment of Other Servants, in function group AST.

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2 Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).
The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates’ previous appropriate professional experience, in accordance with Commission Decision C(2013)8970 laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with Commission Decision C(2013)9049 on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to Working conditions and benefits of EU Careers.

For information related to Data Protection, please see the Specific Privacy Statement under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.

(Reference: Selection reference COM/2023/3237)