**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](https://commission.europa.eu/about-european-commission/organisational-structure/people-first-modernising-european-commission/people-first-working-european-commission_en).

**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**](https://epso.europa.eu/en/selection-procedure/how-apply) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
* [**contract agents**](https://epso.europa.eu/en/selection-procedure/how-apply) 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](https://epso.europa.eu/en/eu-careers/staff-categories#tab-0).

**IT Administrative Agent**

**in DG CLIMA of the European Commission**

**Job title:** IT Administrative Agent

**Domain:** Information Technology

**Where**: Unit E.3 – “Climate Information Systems“, Brussels

**Function Group**: FG II

**Contract Type**: 3b

**Express your interest until**: 05.02.2024 - 12.00 (Brussels time)

**WE ARE**

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| |  | | --- | | The Directorate-General for Climate Action (DG CLIMA) leads the European Commission's efforts to fight climate change, the defining challenge of our times. Our mission, based on the European Green Deal and the European Climate Law, is to formulate and implement policies and strategies that will enable the EU to meet its climate targets and achieve its planned transition to a climate neutral economy.A highly motivated team of around 65 IT experts including business analysts, security experts, developers, architects and managers. Our missing is to implement, maintain and expand and mission critical IT system that support DG CLIMA’s mission and program. One of the largest platforms in our portfolio is EU Emissions Trading System (EU ETS), the biggest emissions trading market in the world. The EU ETS works on the 'cap and trade' principle. A cap is set on the total amount of certain greenhouse gases that can be emitted by installations covered by the system. The cap is reduced each year so the total emissions fall. Within the cap, companies receive or buy emission allowances, which they can trade with one another as needed. The ETS operations are centralised in a single Registry, called the Union Registry. It holds accounts for more than 15,000 operators from the power sector and energy intensive industry, including the aviation sector. The national administrators in Member States manage the participants to the EU ETS and their accounts, while DG CLIMA as the Central Administrator is responsible for providing the centralised infrastructure, operating and further developing the Union Registry in a changing policy and security environment.Unit E3 is responsible for developing and operating the Union Registry and other information systems supporting the EU ETS. We strive to offer high quality services to the Member States, while providing a highly secure infrastructure for the market players. As the Commission’s ambitions grow and DG CLIMA’s mandate expands, we will be implementing more and more capabilities and systems supporting the European Green Deal, Fit For 55 and other policy initiatives. | |
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**WE PROPOSE**

# A position for a highly motivated IT Administrative Agent to ensure follow-up of action plans and decisions taken in the steering committees informing users at the DG level about IT services and procedures.

# The candidate will provide technical and administrative support to the DG CLIMA Infrastructure Resources Manager including proper management and follow–up of the IT incidents and requests.

# The successful candidate will handle and monitor different Functional Mailboxes guaranteeing the correct follow-up of them, will be also asked to organize meetings and prepare the necessary documentation acting as interface with other parts of DG CLIMA.

# She/he will support the financial management and contribute to management of the inventory of IT software and hardware.

# This position is an excellent opportunity for an individual with a passion for technology and a desire to enhance their skills in a fast-paced environment.

**WE LOOK FOR**

# We are looking for an IT agent with a mature sense of responsibility and attention to detail.

# Administrative experience in working on support to end-users, addressing hardware and software issues promptly, resolve IT-related problems, escalating issues when necessary and on the use of IT tools (Office 365 including Teams, SharePoint Online, Visio, Excel) is an asset.

# Knowledge of IT security best practices is an advantage. The jobholder must be able to work with a degree of autonomy and be a good team player. She/he must be prepared to work with tight deadlines in certain cases.

# Strong organisational skills, readiness to adapt quickly to a new working environment, advanced computer literacy, excellent drafting and presentation skills are also required. Excellent problem-solving skills with a proactive approach to finding solutions.

# Considering the nature of the accesses and the sensitivity of the post, the jobholder should hold or be able to start the process for being granted an EU security clearance. Excellent oral and written command of English is essential as well as the ability to convey technical information to non-technical users.

**HOW TO EXPRESS YOUR INTEREST?**

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](https://eu-careers.europa.eu/en/job-opportunities/open-for-application). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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 [Javier.CACERES@ec.europa.eu](mailto:Javier.CACERES@ec.europa.eu) indicating the call for interest reference EC/2024/CLIMA/391558 in the subject.

**No applications will be accepted after the publication deadline.**

# ANNEX

# *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 contract 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 position;
* Produce the appropriate character references as to suitability for the performance of the duties.
* Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](https://eu-careers.europa.eu/en/job-opportunities/open-for-application) data base.

## Qualifications:

1. Have a level of post-secondary education attested by a diploma OR
2. 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.

## Languages:

* have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU[[1]](#footnote-1)
* AND have a satisfactory knowledge (minimum level B2)[[2]](#footnote-2) of a second official language of the EU, to the extent necessary for the performance of the duties.

# What about the selection steps?

The selecting unit chooses from the EPSO database[[3]](#footnote-3) candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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.

# *Recruitment*

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

# Type of contract and working conditions

# The place of employment will be in Brussels.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the** [Conditions of Employment of Other Servants](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501)**, in function group FG II.** General information on Contract Agents can be found at this [link](https://epso.europa.eu/en/eu-careers/staff-categories#tab-Contract%20staff).

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates’ previous professional experience, in accordance with [Commission Decision C(2017)6760](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) laying down the criteria applicable to classification in step on engagement.

The duration of thefirst**contract will be of 1 years.** Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

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(2017)6760](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) on policies for the engagement and use of contract 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.

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| 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](https://epso.europa.eu/en/eu-careers/benefits#tab-Work/Life%20Balance). |

For information related to Data Protection, please see the Specific [Privacy Statement](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3) 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.

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). [↑](#footnote-ref-1)
2. For details on language levels, please see the Common European Framework of Reference for Languages (https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr). [↑](#footnote-ref-2)
3. Therefore, candidates who did not pass already a CAST on the level Function Group [II], should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-3)