**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).

**Policy officer**

**in DG REFORM of the European Commission**

**Job title:** Policy Officer

**Domain:** Labour market and Social Services.

**Where**: B4 Unit - Labour market, Education, Health and Social Services, Brussels

**Function Group**: FG IV

**Contract Type**: 3b

**Express your interest until**: 07.02.2024 - 12.00 (Brussels time)

**WE ARE**

# The mission of DG REFORM is to provide and coordinate technical support to Member States for the preparation and implementation of structural reforms.

# DG REFORM manages the Technical Support Instrument (TSI). The TSI is the European Commission’s key tool for supporting Member States in designing and implementing growth-enhancing and inclusive reforms. The TSI has a dedicated budget and a legal framework for the provision of technical support to Member States.

# The vacancy is in REFORM B4, the unit in charge of technical support projects in the fields of Labour market, Education, Health, and Social Services. The successful candidate will integrate the Labour market and Social Services sector, but s(he) is expected to also handle technical support projects in the areas covered by the unit, should the need arise given that the TSI is a demand driven instrument.

**WE PROPOSE**

# A Contractual agent post (FG IV) in charge of the design, implementation and monitoring of technical support programmes and projects for EU Member States in the fields of Labour market and Social Services.

# In particular, (s)he will provide general analysis on developments in the areas of the labour market and social services policies in selected Member States. The thematic focus of the work will depend on the needs of the unit as well as the interests and expertise of the candidate. Based on experience, it will include a large set of different topics, such as strengthening the effectiveness of active labour market policies, addressing skills shortages in various industrial sectors and skills forecasting mechanisms, green and digital skills, fighting undeclared work and labour exploitation, developing innovation and employment policies, modernising the administration of labour market policies and programmes, long-term care, reviewing disability policy and assessment system, deinstitutionalisation of children, Roma, policies related to the implementation of the European Child Guarantee, improving the targeting and adequacy of social benefits, modernising the administration of social benefits and services, or developing inclusion and integration policies.

# In addition, (s)he will also support, where needed, the work of the Health Sector by providing general analysis on developments in the areas of health policies in selected Member States and by supporting with the design, implementation and monitoring of technical support projects in the area of health (i.e., mental health, health technology assessment, digital health, health workforce).

# (S)he will contribute to the development and deployment of technical support projects, in coordination with other EC services and technical support providers.

# (S)he will prepare, monitor, and ensure effective implementation of technical support projects, in liaison with technical support providers.

# (S)he represents DG REFORM under the supervision of an Official or Temporary Agent in discussions with the Member States that benefit from technical support and with technical support providers, and (s)he will carry-out internal coordination tasks with other Commission services, as required by the work of DG REFORM.

# (S)he will draft briefings, notes, communication material and other documents in the field of activity.

**WE LOOK FOR**

# As the ideal candidate, you should combine a keen interest in labour market and social services with an appetite for working with Member States administrations, European and international organisations and other external contractors. We are looking for a colleague with a background and proven experience in labour market and social services. Background and proven experience in health policies and health reforms would be an advantage. The successful candidate should also possess robust analytical skills, negotiation skills, very good communication skills, excellent drafting skills and good policy judgment. Experience in an EU Member State administration or an international organisation dealing with labour market and social services, and experience in the preparation and implementation of technical support projects is essential. Previous experience in project management as well as experience with grants and procurement procedures is key.

# Policy acumen and a very good sense of operational project management, previous experience in designing reform-oriented projects, and with negotiating project design will also be important assets. We have an ambitious mission, a considerable workload, often with tight deadlines, and we know that our work is a Team sport: we succeed together, and we support each other on the way. DG REFORM is looking for colleagues who are in search of an exciting experience in a DG which offers a unique mix of new challenges and well-established EU policies. Flexible working arrangements are mainstreamed in DG REFORM so that colleagues can achieve good life work balance and increase their productivity for the organisation.

# The ideal candidate is a committed and enthusiastic colleague with a good sense of responsibility and initiative, service-minded, able to prioritise work and ready to work in a challenging environment.

# Languages

# The ability to draft and to communicate effectively in English is essential. Knowledge of other Member States’ languages would be advantageous.

**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 REFORM-B4@ec.europa.eu indicating the call for interest reference EC/2024/REFORM/298266 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 education which corresponds to completed university studies of at least three years attested by a diploma.

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.

# 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 IV.** 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 year.** Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years (1+2+2+1).

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.

|  |
| --- |
| 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 [IV], should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-3)