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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](#).



Coordinator for Inter-Institutional Relations

Directorate-General for Environment (DG ENV) of the European Commission

Selection reference: ENV/COM/2024/60

Domain*: European Public Administration - Inter-Institutional Relations

Where: Unit ENV.A.1 "Inter-Institutional Relations & Briefings", Brussels

Staff category and Function Group: Temporary agent 2b - Administrator

Grade: AD 5-7

Publication deadline: 13.03.2024 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Environment's mission is to enable EU citizens to live well, within the planet's ecological limits, based on an innovative and circular economy, where biodiversity and ecosystems are protected and restored, environment related health risks are minimized in ways that enhance our society's resilience, and where growth has been decoupled from resource use. The DG acts as a main policy driver under the European Green Deal.

Within Directorate A, Unit A.1 is responsible for the Inter-Institutional Relations & Briefings. The Unit oversees and supports the inter-institutional processes and provides advice/co-ordinates briefings and correspondence for Cabinet/Secretariat-General (SG).

More specifically, the Unit's tasks are:

- Maintaining and developing contacts with the Council, Presidencies (including upcoming Presidencies) on prospective political priorities, the European Parliament, the Economic and Social Committee and the Committee of Regions providing intelligence gathering, support and assistance in problem solving;
- Coordinating preparations for the Council (including COREPER), European Parliament (including EP committees except petitions), the Economic and Social Committee and the Committee of Regions and related tasks for the GRI (Groupe des Relations Inter-institutionnelles) circuit;
- Supporting comitology related activities in the Directorate-General;
- Managing President (V-P) and Commissioner Correspondence and coordinating briefing requests for SG (President, Vice-Presidents and other Commissioners), Cabinet Sinkevičius and European External Action Service (EEAS).



WE PROPOSE

Unit A.1 of DG Environment is seeking to hire a member to join its inter-institutional team. The future colleague will play a key role in promoting the smooth and efficient passage of DG ENV proposals through co-decision, notably in Council, including the coordination of briefings and other input inside DG ENV, in collaboration with other Commission services.

The colleague will also play an essential role as pre-GRI Coordinator for DG ENV, supporting and coordinating all the preparatory work and follow-up of the GRI, in particular for all Council matters and will be one of the main interlocutors with SG and other services of the Commission.

The main groups of tasks include:

- Facilitate the passage of legislative and non-legislative DG ENV initiatives through the Council and inter-institutional process, notably through the coordination of briefings, preparation of, participation in and follow-up to meetings of various Council bodies
- Advise colleagues in DG ENV on policy and procedural matters related to the co-decision procedure.
- Coordinate DG ENV input to inter-institutional negotiations on environment matters, notably the Environment Commissioner's participation in Council and DG ENV representation in Coreper and other Council preparatory bodies.
- Represent DG ENV in the pre-GRI inter-service group and liaise with DG ENV colleagues on all issues of environmental relevance appearing on the GRI agenda and provide the Commissioner's Cabinet with the necessary background information for the weekly GRI meetings.
- Maintain good contacts with the Council Secretariat, the environment teams in the Member States' Permanent Representations.
- Provide relevant background information, strategic advice and/or support to the DG and CAB in the management of inter-institutional procedures and processes.

Flexible working conditions are applied within a professional and friendly team.

WE LOOK FOR

We are looking for a coordinator for relations with the Council and pre-GRI to reinforce the Inter-institutional team in the Unit.

We are looking for a highly motivated colleague who can work well both in a team and independently, can learn fast and adapt easily to quickly changing circumstances.

The ideal candidate should be a proactive and well-organised professional with a good political judgement, a sound knowledge of and proven work experience in inter-institutional matters, in particular as regards the functioning of the Council and GRI.

In addition, a good understanding of the political dimension of DG ENV policies and strategic approach are desired. A very good sense of organisation, resilience, and ability to work under pressure are essential. Strong ability to communicate in a clear and succinct



manner both in writing and in oral interactions. Good networking skills are important. Previous experience in policy coordination and interinstitutional procedures is important.

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 the following e-mail address ENV-U10-ADONIS@ec.europa.eu indicating the selection reference ENV/COM/2024/60 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 a level of education which corresponds to completed university studies of at least 3 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. 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 EU¹
- 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 applicants².

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.

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(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

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.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



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.