



## **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://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](#).



# Administrator

## Directorate-General for Energy of the European Commission

**Selection reference: ENER/COM/2024/368**

**Domain:** European Public Administration

**Where:** Unit A.1 - „Strategy, Policy Coordination and Planning, Inter-institutional Relations “, Brussels

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

**Grade:** AD 5-7

**Publication deadline:** 05.03.2024 - 12.00 (Brussels time)

### WE ARE

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The Directorate-General for Energy (DG ENER) is working to accelerate Europe’s clean and just energy transition to be the first climate-neutral continent by 2050. We set out policies to develop an innovative, resilient and integrated energy system, which delivers a continuous supply of affordable, secure, reliable and clean energy to its citizens and businesses in line with the European Green Deal. We strive to remove barriers for energy transition and stimulate energy solutions, which will drive the shift to climate neutrality whilst promoting Europe’s sustainable growth and job creation. The transition will build on consumer participation and market driven investments in energy efficiency and renewable energy technologies to boost EU’s global leadership while improving energy security and resilience, reducing the fossil fuels’ import dependency and import bills, strengthen our energy resilience and independence.

Within Directorate A ‘Energy Policy: Strategy and Coordination’, unit ENER.A.1 ‘Inter-institutional, Policy Coordination and Planning’ is in charge of coordinating the energy policy of the DG ensuring policy consistency and coherence and being the focal point of contact for the other services in the European Green Deal, REPowerEU implementation and crisis action management. We are also responsible for the overall management, implementation and future revision of Governance Regulation. We deal with the coordination of strategic policy planning and reporting tasks as well as the coordination of the entire legislative cycle from planning until adoption for DG ENER. We coordinate DG ENER preparation of the future policy priorities for the next Commission and manage the interactions of DG ENER with the other European Institutions, including the rotating Presidency of the Council, and provide internal inter-institutional support to the other DG ENER Units. The briefing team ensures the link and consistency between briefings, energy policy and communication in DG ENER, and will also oversee the preparation of the briefing book for the next College mandate.

### WE PROPOSE

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Unit ENER.A.1 is proposing a challenging and motivating position as Policy Coordinator Officer, which is composed of highly motivated, dynamic and experienced teams. The successful candidate will be leading the team in charge of strategically steer the briefings and narratives work for DG ENER.

(Selection reference **ENER/COM/2024/368**)



The successful candidate will:

- ensure close coordination of all the briefing activities across DG ENER (supervising the smooth operation in all steps, from briefing allocation to delivery, liaising with DG office and ensuring the quality control), being capable of reflecting strategic policy developments and orientations, and managing the inter-face with the Secretariat General and liaise with Cabinets, as appropriate
- closely following energy policy initiatives and developments to make sure DG ENER keeps a high quality and regularly updated Library of Narratives and ensure preparation of general energy policy narratives, standard briefings and presentations by the team, providing advice to the Cabinet, management and senior staff to facilitate their handling and delivery
- In 2024, the Briefings Team will be called to ensure a well organised preparation by DG ENER of the next Commission Briefing Books, under the steering of the team leader, the deputy head of unit and the head of unit
- ensure close monitoring, track-record and reporting on briefings activity and keeping good record of statistics and ensure the best use of dedicate IT systems. Assistance to DG ENER line units on process (including access rights and other) is also in the remit of the team.

## **WE LOOK FOR**

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We are looking for an efficient, motivated and resilient policy officer with:

- very good knowledge of EU energy policy in the context of the European Green Deal, REPowerEU and the Energy Union
- very good drafting skills, drafting passion and experience
- clear understanding of EU decision-making procedures
- a sensitivity to newly developing policy priorities and agendas
- a track record of taking responsibility, delivering results on complex files, finding consensus, meeting deadlines and using a proactive approach
- strong coordination, organisational and prioritisation skills, team spirit and leadership.

The ideal candidate should have:

- 5 years of relevant professional experience and
- at least 3 years of experience of leading teams.

The successful candidate will have excellent analytical, drafting, oral and written communication skills and is able to work in a proactive and autonomous way. The candidate also must have strong inter-personal, negotiation and networking skills demonstrated in a multicultural environment. This includes the ability to work with various teams, team spirit, and to coordinate efficiently both inside and outside a public administration, including other Commission services. A good command of English is required.

Good knowledge of other EU languages, in particular French or German, would be an asset.



## **HOW TO EXPRESS YOUR INTEREST?**

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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 [ener-a-recruitments@ec.europa.eu](mailto:ener-a-recruitments@ec.europa.eu) indicating the selection reference **ENER/COM/2024/368** 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 EU<sup>1</sup>
- 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.

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<sup>1</sup> 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<sup>2</sup>.

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(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.

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



The duration of the **1<sup>st</sup> 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.