



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](#).



Head of Sector

DG Human Resources of the European Commission

Selection reference: DG HR/COM/2024/158

Domain: Human Resources

Where: Unit HR.E.2 – HR for EU Delegations, Brussels

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

Grade: AD 5-7

Publication deadline: 12/02/2024 - 12.00 (Brussels time)

WE ARE

Unit HR.E.2 is responsible for delivering HR services to Commission colleagues in EU Delegations respecting the specific rules applicable in this context. The unit prepares and implements HR decisions as well as processes HR transactions. HR.E.2 colleagues interact directly with their clients – managers and staff members – to provide services with professionalism and a high degree of customer orientation. The type of work requires coordination with other units in DG HR and Commission central services and with the European External Action Service (EEAS).

WE PROPOSE

A challenging position as Head of Sector in HR.E.2 in charge of Commission Contract agents in EU Delegations.

This job would involve:

- Coordinating and managing the work and service delivery of the sector, regularly review progress, provide feedback and ensure that the work of the team is contributing to the organisational objectives;
- Managing, with the selection team, the procedures for selection of contract agents in EU Delegations within the established legal framework and managing contracts amendments (extensions and mobility), in collaboration with the relevant services;
- Managing, with the mobility team, the annual mobility exercise of contract agents in EU Delegations and managing contracts amendments, in collaboration with the relevant services;
- Contributing to the development, consolidation and communication of the knowledge on the management of Commission contract agents in Delegations with all concerned stakeholders;
- Engaging and treating staff fairly, fostering a working environment of respect, team spirit, flexibility, openness and care.
- Ensuring that staff in the sector provide a professional service, delivering on expectations and carrying out all duties with accuracy, empathy, attention to details and promptness.
- If necessary, dealing or assisting with any file at the request of the Head of Unit and under her supervision to ensure business continuity.



The nature of the work involves frequent contacts with staff and managers of the client Directorates General (DGs), the HR Correspondent teams in the DGs, the concerned HR units and the related services in the European External Action Service.

This position would allow the successful candidate to develop and deepen his/her competencies in the field of selection management but also in Human Resources domain at large. (S)He would also have the chance to contribute to the implementation of the new HR Strategy of the Commission.

WE LOOK FOR

We look for an enthusiastic, dynamic and resilient colleague, who is a real team player and not afraid of the current changing environment. The candidate should be client- and solution-oriented and should maintain and foster a good working atmosphere in the sector.

The ideal candidate should have:

- at least 3 years of professional experience in the Human Resources management.
- an excellent command of Excel in view of maintaining monitoring tables and ensuring regular reporting on the activities of the sector;
- very good writing skills for briefings/reports and capacity to explain in a simple way difficult procedures or rules;
- the ability to set priorities in order to be able to manage a number of files in parallel meeting tight deadlines;
- the ability to lead a team, to set clear priorities and share the workload fairly and efficiently between the team members;
- the capacity to identify improvements in working methods and inspire a change culture.

The successful candidate must have:

- a very good sense of initiative, problem solving skills, a client orientation approach and the ability to deliver results in a structured and timely manner;
- an excellent organisational and coordination skills;
- a good oral and written communication skills in English and French;
- a good interpersonal and leadership skills;

The knowledge of the external relations domain, including EU Delegations, and/or of the selection legal framework and processes of contract agents in the EU institutions would be an asset.



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-DEL@ec.europa.eu indicating the selection reference **DG HR/COM/2024/158** 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 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) 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.