



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](#).



INTERNATIONAL AID / COOPERATION OFFICER

in DG for International Partnerships of the European Commission

Selection reference: DG INTPA/COM/2024/302

Domain: External relations

Where: Unit DG.01 - „General Coordination and Inter-Institutional Relations“, Brussels

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

Grade: grade range AD 5-7

Publication deadline: 13.03.2024 - 12.00 (Brussels time)

WE ARE

Within the Directorate General for International Partnerships, Unit INTPA 01:

- Ensures the inter-institutional relations and coordination with Council, European Parliament, Economic and Social Committee, Committee of the Regions
- Ensures the coordination and follow-up of the Work Programme (Decide Planning) and legislative coordination
- Supports the Directorate General's role within the Commission's corporate meetings (College, Interinstitutional Relations Group (GRI), Group for External Coordination (EXCO), Commissioners' Group for a Stronger Europe in the World (CGSE)) and relations with other DGs and services (EEAS)
- Ensures the general coordination and coherence of implementation of actions, notably from the Strategic Steering Committee (SSC) to comitology
- Handles certain strategic corporate meetings (e.g. Cooperation Days) and dialogue with the bureau of Heads of Cooperation and Heads of Finance and Contracts in the EU Delegations.

WE PROPOSE

A challenging assignment as part of a dynamic team, in which the candidate will handle a variety of aspects falling within the unit's mandate. This includes, among others:

- Contribute, within the Unit's tasks, to the general coordination within the Directorate-General and the achievement of the set policy objectives, by supporting internal processes and by collaborating in the drafting of relevant guidelines and in the introduction and in improvement of collaborative tools. In particular:
 - Coordinate with all Directorates on forward planning, organization and follow-up of SSC meetings, in particular to ensure consistency and compliance with the guidance provided by the SSC throughout the process of adoption of Action Plans and measures.



- Production and management, thorough SAGA, of overview of all operational actions endorsed by the SSC, including budget support and investment operations, until their endorsement (e.g. through comitology) and final adoption by the Commission.
 - Collaborate in the development and improvement of tools related to the above activities, notably the Shared space for Adoption Guidance and Analysis (SAGA) or INTPA 's Virtual Library.
- Prepare regular reports on SSCs' activities to senior management.
 - Liaise on SSC matters with relevant Commission Services and the EEAS.
 - Prepare and coordinate regular strategic dialogue meetings between the Director-General and the Bureau of the Heads of Cooperation and Heads of Finance and Contracts.
 - Cooperate in the drafting and review of INTPA 's VadeMecum and other guidelines related to the tasks entrusted to the Unit.

The post offers an excellent opportunity for a candidate with a good sense of responsibility and reactivity, an ability to work under pressure, eager to make a difference in helping the Directorate-General and the Unit while delivering high quality and timely outputs.

WE LOOK FOR

A dynamic and motivated colleague, with a good sense of initiative, capable of working in a team, while maintaining a high degree of autonomy and flexibility.

The function requires strong planning and organisational skills and high capacity to coordinate. It also demands high capacity to quickly analyse processes and data and anticipate issues that could affect the adequacy and timeliness of the decision-making process. The person assigned to the post should be capable of translating operational and procedural information into information and advice to senior management. He/she will be required to develop and maintain internal networks with relevant contact points within geographic and thematic Directorates.

The ideal candidate should have a very good knowledge of the Commission's geopolitical priorities and, in particular, the EU policies on external relations and on cooperation and development.

He/she should have knowledge of the functioning and decision-making of the institution, in particular in the area of EU cooperation and development policies. Knowledge of the Project Cycle Management, including procedures related to the diverse preparatory phases of actions in the field of EU cooperation and development, and experience in an EU Delegation, would be an advantage.

Knowledge of specific implementation modalities, such as budget support, blending and budgetary guarantees, is considered as 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 INTPA-01@ec.europa.eu indicating the selection reference INTPA/COM/2024/302 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)/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.