



## **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](#).



# Programme Assistant

## Directorate-General for Regional and Urban Policy of the European Commission

**Selection reference:** REGIO/COM/2023/3275

**Domain\*:** Economics, Finance and Statistics

**Where:** DG Regional and Urban Policy, Unit REGIO.F.4: Czech Republic and Slovakia, Brussels

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

**Grade:** AST 1-3

**Publication deadline:** 15.03.2023 - 12.00 (Brussels time)

### WE ARE

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The Unit REGIO F4 is one of the geographical units of DG REGIO responsible for the European Regional Development Fund (ERDF), Just Transition Fund (JTF) and Cohesion Fund programmes in the Czech Republic and Slovakia.

We are a team of 22 colleagues and our mission is to assist the national authorities in Slovakia and in the Czech Republic to gain the maximum benefit from the EU Funds made available from the European Union. The Funds are implemented under shared management in close partnership with the national and regional authorities and in cooperation with other services of the Commission.

### WE PROPOSE

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We offer an interesting and challenging position of a programme assistant in a dynamic and highly stimulating environment. The main task will be to manage Slovak operational programmes of the 2014-2020 and 2021-2027 programming periods. The job includes the responsibility for the monitoring of one or more EU sector policies related to the implementation of the cohesion policy and for the follow up of one or more horizontal issues (e.g. communication, finances).

The programme assistant's responsibility will include monitoring of the progress of implementation and communication of EU funds in Slovakia; providing technical advice to managing authorities; participation at monitoring committees and workshops; processing payment claims; analysing documents such as annual implementation reports and preparation of legal documents (decisions) and of briefings for the Commissioner and the hierarchy; consultation with other thematic DGs and stakeholders in the Member States.

(Selection reference REGIO/COM/2023/3275)



The job involves intensive interaction with the various partners in the respective member state and regions and also missions mostly to Slovakia.

## **WE LOOK FOR**

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We are looking for a dynamic and highly motivated colleague with good organisational and analytical skills, high sense of responsibility and willingness to take initiative.

Good knowledge of the EU policies and experience with the management of European Structural and Investment Funds (ESIF) programmes/shared management and/or projects/programme management under the EU budget are an asset. Monitoring and communication capacities, networking abilities and drafting and presentation skills are essential, as the job requires the capacity to monitor programme implementation and communication with a wide range of stakeholders. The ideal candidate should combine team spirit with a good sense of initiative to work independently, sometimes under tight deadlines.

Excellent command of English is requested. The knowledge of Slovak/Czech is not a requirement but would be an asset.

DG REGIO aims at attracting and retaining competent staff. We believe in the benefits of a varied career and are committed to support you in your professional development. We offer a mentoring programme to facilitate the integration of newcomers, promote career-long trainings and encourage the open discussion of career paths and mobility. DG REGIO is a friendly DG promoting openness and solidarity by sharing information, knowledge, and good practices. We strongly believe in equal opportunities for all and actively promote work-life balance.

## **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 [REGIO-SLOVAKIA@ec.europa.eu](mailto:REGIO-SLOVAKIA@ec.europa.eu) indicating the selection reference REGIO/COM/2023/3275 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 either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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 AST.**

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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 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.

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.