



## **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](#).



# HRM Officer

## Directorate-General for Energy (DG ENER) of the European Commission

**Selection reference:** ENER/COM/2024/556

**Domain:** Human Resources - Management

**Where:** Unit ENER.01- „Human Resources and Internal Communication“, Brussels

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

**Grade:** AD 5-7

**Publication deadline:** 27.03.2024 - 12.00 (Brussels time)

### WE ARE

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The Directorate-General for Energy (DG ENER) is working to accelerate Europe's just energy transition to be the first climate neutral continent by 2050 with clean, secure and affordable energy for all for a competitive Europe. We establish the European framework for an innovative, resilient and integrated energy system. We strive to remove barriers for energy transition and stimulate energy solutions to drive the shift to climate neutrality whilst promoting Europe's sustainable growth and job creation.

The transition builds on EU global leadership in green energy, and in the EU market on consumer participation and market driven investments in energy efficiency and renewable energy technologies as well as cooperation with global partners to accelerate the energy transition and Europe's energy security and resilience, reducing the fossil fuel import dependency and import bills.

Unit ENER.01 'HR Correspondent and Internal Communication' is in charge of providing HR and internal communication services to DG ENER. More specifically, the unit's activities are:

- ensuring liaison with DG HR on strategic human resource and internal communications matters
- defining an HR strategy aligned to business goals and workforce needs
- supporting change through the design and implementation of new organisational structures
- identifying learning needs
- promoting local well-being, talent management and initiatives aimed at ensuring diversity and inclusion
- ensuring internal communication and staff engagement
- defining an allocation strategy for Global envelope appropriations aligned to business goals and workforce needs
- supervising and coordinating all horizontal files to be submitted to the DG Office - HR + Shared Resource Directorate.

The unit is also specifically in charge of relations with DG HR and with DG BUDG for the Global Envelope appropriations.

The unit has a total of 11 staff who work closely together on HR and Internal Communication. This



is a transardennaise unit with staff based in Brussels and Luxembourg.

## **WE PROPOSE**

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In collaboration with the members of DG ENER HR Correspondent and Internal Communication team, the colleague will be responsible for:

- contributing to the development of the local HR strategy and business for the different HR fields in the DG in line with the DG business priorities and objectives
- providing input and advice on Human Resources Allocation in the DG, the recruitment and selection of staff, in accordance with the resource planning and deployment of policy decisions of the DG
- be in charge of the coordination and allocation of External Staff budget, Global envelope and all the different budget lines
- coordinate DG ENER's posts and mixed-postings in Delegations
- contribute to the changing business processes
- be in charge of the yearly revision of the sensitive functions
- follow-up of job descriptions across the DG
- back-up for the coordination of the appraisal and promotion exercises.

## **WE LOOK FOR**

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We are looking for a motivated, dynamic, open-minded and result-oriented colleague to contribute to designing and implementing a human centred approach to work.

The ideal profile for the job is someone with a financial background, numbers and data oriented, with a strong analytical thinking capacity. The openness to learn processes and procedures related to HR matters is crucial. The colleague should have the strong ability to work autonomously, with a high level of professionalism, but also, when required, to work in close cooperation with the team. Like all local HR teams, the ENER HR Correspondent team is relatively small, as a result, while there is an allocation of tasks between team members to give clarity to our stakeholders, agility and flexibility are required to ensure business continuity and to adapt to daily revision of priorities.

The position requires:

- a strong interest for HR and HR related matters
- financial and negotiations experience
- a strong service orientation mindset
- the ability to develop constructive relationships with colleagues in the DG - including senior managers and middle managers, corporate services and beyond
- the ability to deal timely and efficiently with a huge amount of files and issues
- good data-literacy skills and analytical thinking capacity
- good drafting skills in English is a must; the ability to work in other languages is an asset.

Given the nature of the files, the candidate will have to demonstrate a strong sense of responsibility and ethical behaviour when dealing with confidential and personnel matters.

Experience in human resources management, knowledge of HR procedures in the Commission and financial experience are an asset.

The ideal candidate should have at least 4 years of professional experience relevant to the profile.



## **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-HR-CORRESPONDENT-BRU@ec.europa.eu indicating the selection reference ENER/COM/2024/556 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.