



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](#).



Policy Coordinator

Directorate-General for Communication Networks, Content and Technology (DG CONNECT) of the European Commission

Selection reference: CNECT/COM/2024/607

Domain: European Public Administration

Where: Unit CNECT.D.2 – “Policy Implementation and Planning”, Brussels

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

Grade: AD 5-7

Publication deadline: 04/04/2024 - 12.00 (Brussels time)

WE ARE

The Unit plays a key role in leading and coordinating all the interinstitutional work of the Directorate-General, inside the DG, with the Secretary-General, including the Interinstitutional relations group (GRI), and other services for all the files of relevance to the DG.

Unit CNECT.D.2 is the DG's interface with the other EU Institutions and the guardian of the planning and procedures including infringement cases and comitology, which ensure respect for the Better Regulation principles and good legislative and political initiatives.

We are a committed, dynamic and highly motivated team with a great collaborative service-oriented spirit and friendly atmosphere.

WE PROPOSE

A position as Policy Coordinator who will contribute – as part of a team - to the interinstitutional work of the DG. This includes actively following and facilitating the negotiations on DG CONNECT legislative files in the European Parliament and Council of the EU, with a particular focus on the Parliament activities and dynamics.

The position also involves regular contacts with a wide range of internal stakeholders; this includes contacts with DG CONNECT colleagues working in the policy Units, and the interinstitutional teams in the other DGs and the Secretariat General. It also ensures constantly updating the Management Team and the Cabinet of the Commissioner of interinstitutional developments related to our policies.

This role offers a unique opportunity to gain a comprehensive overview of DG CONNECT's policy priorities and to actively contribute to shaping the EU's digital agenda.



It also includes drafting and coordinating briefings and coordinating and executing outreach programmes for DG CONNECT leadership in the European Parliament.

WE LOOK FOR

A highly motivated and dynamic team player with proven coordination, organisational and communication skills to co-operate with stakeholders, with a particular focus on the European Parliament, on a large number of legislative and non-legislative files related to the policy activities of our DG namely, the EU's digital, telecommunications, media, privacy, cyber and data policies.

S/he should have a good sense of initiative and the ability to work independently, but with a strong sense of team spirit. Work in interinstitutional relations often requires responding to urgent deadlines and working under significant pressure.

Due to the ongoing Commission's legislative cycle, s/he should also be capable of and willing to work on reach-out activities and intelligence gathering in the institutions, notably in the European Parliament in preparation of the new mandate while continuing the interinstitutional work on ongoing legislative and non-legislative files, demonstrating a strong ability to create trusted networks of contacts on files related to the policy activities of our DG.

The ideal candidate should have a good knowledge of or experience with

- the functioning of the European Parliament, including the rules of procedures and political dynamics, developing and maintaining a broad network of contacts particularly with key players in relevant Parliamentary Committees, in particular the responsibilities of ITRE, IMCO, CULT, LIBE and JURI committees but also Special Committee (such as INGE and AIDA)
- preparation of political dialogues, technical dialogue meetings and all stages of the informal and formal preparation
- the coordination of the Parliament Plenaries, preparation and coordination of the related briefings and participation of Senior Management
- preparing and executing outreach programmes for DG CONNECT Management also during EP Plenary weeks in Strasbourg and regular travelling to Strasbourg is required
- proven hands-on experience with the EU legislation-making process (co-decision, consultation, consent) including the role of the Commission and its internal procedures and be able to advise policy units on procedures and negotiation strategies throughout the course of a legislative procedure in the Council and the European Parliament.

The ideal candidate should also have a very good understanding of the digital EU policies. Due to the current transition period, knowledge and previous experience in preparing the work for the new Commission including experience in the preparation of hearings for a Commissioner designated would be a great asset.

The post requires a strong command of English and French, both orally and in writing. Working level of additional languages is 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 **laure.chapuis@ec.europa.eu** indicating the selection reference **CNECT/COM/2024/607** 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.