**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://commission.europa.eu/about-european-commission/organisational-structure/people-first-modernising-european-commission/people-first-working-european-commission_en).

**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**](https://epso.europa.eu/en/selection-procedure/how-apply) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
* [**contract agents**](https://epso.europa.eu/en/selection-procedure/how-apply) 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](https://epso.europa.eu/en/eu-careers/staff-categories#tab-0).

**Administrative Agent**

**in DG REFORM - European Commission**

**Job title:** Administrative Agent

**Domain:** INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT
**Where**: Unit REFORM A4 – Communication and Performance Management, Brussels
**Function Group**: FG II
**Contract Type**: 3b
**Express your interest until**: 01.04.2024 - 12.00 (noon, Brussels time)

**WE ARE**

# Directorate General for Structural Reform Support (DG REFORM) is under the coordination of Commissioner Ferreira. The mission of DG REFORM is to provide and coordinate technical support to Member States for the preparation and implementation of structural reforms. It has approximately 200 members of staff based in Brussels, Athens, Nicosia, Zagreb and Bucharest.

# DG REFORM manages the Technical Support Instrument (TSI), the European Commission’s key tool for supporting Member States in designing and implementing growth-enhancing and inclusive reforms. The TSI has a dedicated budget and a legal framework for the provision of technical support to 27 Member States. . As the Commission’s lead service for modernising public administration, DG REFORM's mission is also to support improving governance and public administration in Member States. The goal is to create more modern and efficient public administration in Europe and create a European Administrative Space. DG REFORM coordinates the Commission's efforts to support the reunification process of Cyprus by strengthening relations between the Turkish Cypriot and Greek Cypriot communities and by raising economic standards of the Turkish Cypriot community in view of the reunification.

# The vacancy is in the Unit REFORM.A.4, a friendly and dynamic unit which manages a wide scope of activities with the objective to ensure an efficient internal organisation of the DG., Unit A4 is in charge of communication (internal and external), internal control, strategic planning and programming, Member State capacity-building events, IT and knowledge management.

**WE PROPOSE**

# We propose a dynamic, visible, and challenging position as an administrative & project agent, with a variety of tasks and responsibilities in a friendly and motivating environment. The selected candidate will provide overall administrative support to the unit and will be supporting the Head of Unit and DG-wide organisational projects. The main tasks will include:

# Support to the management of the Unit:

# Assist the Head of Unit for administrative coordination, personnel management, monitoring (missions, leaves, timesheets & training) and follow up of tasks and procedures related to the Unit activities.

# Manage the Head of Unit document management tasks in the dedicated IT tools,

# Administrative coordination

# Manage the unit functional mailboxes and register, filter and archive correspondence.

# Assist colleagues with the use of IT Commission tools for documents editing and registration as well as preparing missions when needed.

# Manage briefings requests and monitor deadlines in the dedicated IT tool.

# Participate on behalf of the unit in meetings in relation to activities of coordination, good communication and backing up other Unit assistants within the DG when needed.

# Project Management assistance

# Provide support to the unit to improve collaboration practices, within the unit and within the DG., using the latest IT tools.

# Provide support for the organisation of internal & external events such as meetings, workshops, conferences & public events.

# Propose improvements of the unit internal working methods.

# Financial assistance

# Provide support to the Head of Unit in managing the unit budget and following up on the financial commitments and spending of the unit.

# Provide support to colleagues for contract management and finalising payments.

**WE LOOK FOR**

# We are looking for a highly motivated and enthusiastic colleague with a good sense of responsibility and initiative, ready to work in a challenging environment., who can work independently as well as being part of a team. The candidate should have proven administrative, project management and communication skills. Relevant work experience of at least 2 years is required. Excellent communication skills in English, both orally and in writing are needed.

# The successful candidate should ideally have the following skills:

# Prioritising and delivering effectively under tight time constraints.

# Reliability, discretion, sense of service and a high level of customer orientation

# Ability to deal with large amount of information in a limited time.

# Ability to establish and maintain effective working relations with co-workers in an international and multi-disciplinary work environment.

# High degree of commitment and flexibility.

# Any of the following skills or competences represent an advantage:

# Knowledge of the Commission procedures and IT tools (BASIS, Ares, Sysper, MIPs, Teams, Sharepoint) would be an asset.

**HOW TO EXPRESS YOUR INTEREST**

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](https://eu-careers.europa.eu/en/job-opportunities/open-for-application). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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: **REFORM-A-DIRECTOR@ec.europa.eu** indicating the call for interest reference EC/2024/REFORM/443847 in the subject.

**No applications will be accepted after the publication deadline.**

# ANNEX

# *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 contract 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 position;
* Produce the appropriate character references as to suitability for the performance of the duties.
* Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](https://eu-careers.europa.eu/en/job-opportunities/open-for-application) data base.

## Qualifications:

This is exclusively for FG II

1. Have a level of post-secondary education attested by a diploma OR
2. 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.

## Languages:

* have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU[[1]](#footnote-1)
* AND have a satisfactory knowledge (minimum level B2)[[2]](#footnote-2) of a second official language of the EU, to the extent necessary for the performance of the duties.

# What about the selection steps?

The selecting unit chooses from the EPSO database[[3]](#footnote-3) candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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.

# *Recruitment*

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission. [If the position requires a security screening. If not please delete the following sentence] Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

# Type of contract and working conditions

# The place of employment will be in Brussels

The successful candidate will be engaged as a **contract agent under Article 3(b) of the** [Conditions of Employment of Other Servants](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501)**, in function group FG II.** General information on Contract Agents can be found at this [link](https://epso.europa.eu/en/eu-careers/staff-categories#tab-Contract%20staff).

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates’ previous professional experience, in accordance with [Commission Decision C(2017)6760](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) laying down the criteria applicable to classification in step on engagement.

[For 3b] The duration of thefirst**contract will be of 1 year.** Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years (1+2+2+1).

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(2017)6760](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) on policies for the engagement and use of contract 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](https://epso.europa.eu/en/eu-careers/benefits#tab-Work/Life%20Balance). |

For information related to Data Protection, please see the Specific [Privacy Statement](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3) 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.

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). [↑](#footnote-ref-1)
2. For details on language levels, please see the Common European Framework of Reference for Languages (https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr). [↑](#footnote-ref-2)
3. Therefore, candidates who did not pass already a CAST on the level Function Group [II], should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-3)