



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](#).



Legal and Policy officer

DG **GROW** of the European Commission

Selection reference: GROW/COM/2023/2972

Domain*: European Public Administration

Where: Unit G2 – “Proximity, Social Economy, Creative Industries “, Brussels

Staff category and Function Group: Temporary agent 2b/2d – Legal and policy officer

Grade: AD 5-7

Publication deadline: 27/03/2024 - 12.00 (Brussels time)

WE ARE

Unit GROW G2 “Proximity, social economy, creative industries” is part of the Directorate ‘Ecosystems II: Tourism and Proximity’. We are a multidisciplinary and dynamic unit of around 18-20 people working together in a friendly and cooperative atmosphere. In the context of EU policies to support industry, SMEs and the single market, our work focuses on the following areas: the industrial ecosystems 'proximity and social economy' and 'cultural and creative industries', corporate responsibility and sustainability and due diligence. The unit's activities comprise the design, implementation and monitoring of policy and legislative actions in these areas. We seek to foster inclusive, sustainable, and socially responsible growth opportunities for European citizens, businesses and local communities, which bring value to the people, the environment, and drive social innovation and creativity.

WE PROPOSE

A challenging and rewarding position for a legal and policy officer, offering a variety of tasks and opportunities for professional development in the context of EU policies on industry, SMEs and the single market.

Main tasks and responsibilities include:

- develop and manage policy proposals and actions and provide legal expertise in the areas covered by the unit, namely corporate sustainability and responsibility and due diligence, and the industrial ecosystems 'proximity and social economy' and 'cultural and creative industries'
- contribute to political priorities (i.e. European Green Deal, industrial strategy) and mainstreaming the areas covered by the unit (corporate sustainability and responsibility, industrial ecosystems 'proximity and social economy' and 'cultural and creative industries') across EU internal and external policies
- provide legal analysis and advice in the policy areas under the unit's responsibility
- prepare briefings for the Commissioner and the hierarchy at the Directorate-General, and contribute to analytical papers/studies and replies to questions from the European Parliament;
- organise/manage/represent the unit in public events and conferences, expert groups, working



groups and other meetings with stakeholders;

- draft proposals for studies, calls for proposals and calls for tender;
- co-operate across DG GROW, with other Commission services and EU Institutions and maintain regular contacts with external stakeholders.

The colleague is expected to run his/her tasks autonomously, whilst actively working together with other colleagues in the unit as part of teams and on ad hoc project basis

WE LOOK FOR

An experienced, creative and proactive colleague to reinforce our team. The ideal candidate would be a dynamic and flexible person, with a keen sense of initiative and team spirit and focus on results.

He/She should should have:

- Solid experience in policy development and legal analysis. We will consider an advantage knowledge of/experience in broadly understood policy areas: industrial policy, digitalisation, innovation, economy and investments, corporate governance, due diligence, single market, social economy. Background/experience in diverse policy areas may be also an advantage.
- Excellent communication skills and ability to cooperate with external stakeholders; Experience in horizontal cooperation across Commission services and other EU institutions would be an asset.
- A positive attitude, 'out of the box' thinking and readiness to work across silos and different files.
- A sense of initiative, ability to perform a variety of tasks and deliver results under tight deadlines.
- Very good operational knowledge of English. Knowledge of French would be 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 GROW-G2@ec.europa.eu indicating the selection reference GROW/COM/2023/2972 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.