



## **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 officer

## DG Customs and Taxation of the European Commission

**Selection reference:** TAXUD/COM/2024/228

**Domain:** Information technology

**Where:** TAXUD.B.1, Processes & Data, Customer Relationship and Planning

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

**Grade:** grade range AD5-AD7

**Publication deadline:** 02.04.2024 - 12.00 (Brussels time)

### WE ARE

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The Directorate General Customs and Taxation (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders.

The mission of Directorate B is to lead the strategy, planning and design of the digital agenda for EU customs and taxation policies, implement customs tariffs policies. The Directorate is also engaged in the negotiation of the Customs Reform proposal and contribute to the implementation of the new Carbon Border Adjustment Mechanism (CBAM) in the context of the Green Deal. The eventual creation of a Customs Authority will have important implications for the work of Directorate B for which preparatory work is already under way. The creation of the European Customs Authority and its Data Hub would imply a transfer of resources from the Commission to the new Agency opening up new opportunities and challenges for staff. Important preparatory work for the Directorate and its managers is required in the coming years to ensure a smooth transition.

Within Directorate TAXUD.B, Unit B1 "Processes & data, customer relationship and planning" is a dynamic and motivated team of 40 people that coordinates an interesting and diverse set of activities: the business project management of the Union Customs Code electronic systems, the management and update of the Multi Annual Strategic Plan for electronic customs (MASP-C), the definition and maintenance of the EU Customs Data Model. The Unit is also the legal and policy Unit in charge of the Regulation on the EU Customs Single Window (Regulation 2022/2399) at the cornerstone of the digital cooperation between customs authorities and their partner competent authorities at the EU borders.

### WE PROPOSE

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TAXUD Unit B.1 is seeking to hire a Temporary agent to join the Unit's EU Customs Single Window Certificates Exchange (CERTEX) business team as a Programme Officer - Business operations manager.

The job involves preparation of changes, in relation with the EU Customs Single Window legal and policy matters, to adapt the existing Union Customs Code (UCC) to the Customs Reform proposal and the eventual creation of a European Customs Authority.



The successful candidate will play the role of Business Operations & Project Manager on the CERTEX Programme.

He/she will prepare ensure daily project management and smooth business operations; liaise, and engage with other key DGs involved (like DGs SANTE, GROW, CLIMA, MOVE, TRADE, GROW, ENV, HOME, MARE and AGRI) to ensure proper functioning of the EU Single Window inside the Commission and with the Member States. Further, he/she will ensure smooth transition of business operations to the new platforms established under the Customs Union Reform, draft and monitor Service Level Agreements, supervise Conformance Testing campaigns with Member States and Partner DGs. Such role entails liaising with a variety of business domains, notably in the area of sanitary and phytosanitary policies and digital systems.

The EU Customs Single Window will be affected by the creation of the EU Data Hub and its transfer to the European Customs Agency. This creates new opportunities and challenges for all staff in B1 and Directorates B and A of DG TAXUD.

Regular contacts with other Commission services and external stakeholders (Member States, European industry and associations, third countries, international organisations) are an important part of the work. Data Protection matters are an important topic for the exchanges with those internal and external stakeholders.

Within DG TAXUD, Directorate B regularly works with task forces and project teams and there will also be opportunities to contribute to the activity of other sectors in the Unit and the Directorate as well as horizontal project teams of the DG.

## **WE LOOK FOR**

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A dynamic, well-organised and highly motivated colleague with solid experience in business operations and business analysis.

The successful candidate should be able to demonstrate a good understanding of the relevant legislation for customs policy including the Union Customs Code. Good understanding of the Commission legislative and administrative procedures would be an advantage.

He/she should be ready to work and deliver expected quality outputs under pressure and tight deadlines.

He/she should have an excellent ability for public speaking (various size meetings, including with Member States), operational documents drafting (e.g., working documents, notes and similar).

Previous experience in a customs national administration or one of its partner competent authorities (e.g. agriculture, health, consumers, environment, transport and similar) at the EU borders is an asset.

## **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 [TAXUD-CERTEX-VACANCY@ec.europa.eu](mailto:TAXUD-CERTEX-VACANCY@ec.europa.eu) indicating the selection reference TAXUD/COM/2024/228 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.

## **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.