



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](#).



Programme Manager

DG Employment, Social Affairs and Inclusion of the European Commission

Selection reference: EMPL/COM/2024/160

Domain: European Public Administration

Where: Unit E4 - Italy, Denmark, Sweden. Brussels

Staff category and Function Group: Administrator

Grade: AD 5-AD 7

Publication deadline: 18.04.2024 - 12.00 (Brussels time)

WE ARE

DG EMPL is the DG within the Commission that develops and carries out the Commission's policies on Employment and Social Affairs and on Education and Training. Examples of the areas in which we are active include support for:

- [More and better jobs](#) through the European Employment Strategy (which brings national policies closer in this field) and the [European Social Fund](#) (€9 billion per year managed in partnership with the Member States).
- [Free movement of workers](#) and [coordination of social security schemes](#), which means that every EU national has the right to work and to live in any EU country and that people who move between countries are not disadvantaged in relation to social security including healthcare.
- [Social inclusion](#) by supporting efforts to combat poverty and social exclusion, reform social protection systems, assess new demographic and social developments.

Directorate E is responsible for advancing and supporting high quality labour mobility within the EU by promoting free movement of workers and by facilitating the coordination of social security systems. Unit E4 is one of the two geographical units in Directorate E dealing with European Social Fund (ESF/ESF+) programmes and employment and social policies in some Member States.

Unit EMPL.E.4 is specifically responsible for the efficient and effective programming and monitoring of the European Social Fund (ESF) and ESF+ programmes, accompanying Italy, Denmark and Sweden in their implementation. The unit is also in charge of monitoring and assessing employment and social policies in these three Member States.

In this context, the Unit contributes to the implementation of the European Pillar of Social Rights and is a key actor in the European Semester process, providing input to the annual cycle of analysis and assessment of national reform programmes and policies and the formulation and monitoring of the



country specific recommendations in the context of the European Semester. The unit also contributes to the monitoring of the National Recovery and Resilience Plans (NRRP) implementation in these three countries.

We are a team of 21 people, enjoying our work individually and as a team, with a particular attention in maintaining a friendly work environment.

WE PROPOSE

Unit E4 of DG EMPLOYMENT, SOCIAL AFFAIRS and INCLUSION is seeking to hire one Programme Manager.

The successful candidate will contribute to the management of ESF and ESF+ programmes in Italy. He/she will monitor the implementation of the interventions, participate in annual meetings with the managing authorities, assess performance, assist in preparation and negotiation of relevant amendment of programmes, check expenditure claims and contribute to the various evaluations foreseen in the Regulations.

He/She will also contribute to the analysis and monitoring of the employment and social policies in Italy, and their impact on job creation, skills development and social inclusion in the framework of the European Semester process. The candidate will also play a role on the monitoring of the implementation of the Italian National Recovery and Resilience Plan.

WE LOOK FOR

We look for a highly motivated programme manager with strong analytical capability for policy analysis, particularly as regards the policy relating to the fight against poverty and social inclusion.

The candidate should have completed university studies (at least 3 years) ideally in the field of law, economics or political science and have at least 3 years of experience with management of programmes or projects. The new colleague is expected to have very good drafting skills, to be able to quickly identify key issues and deliver quality outputs under tight deadlines. It is also important for the new colleague to be a good team player as well as to have a good sense of initiative and responsibility. Good communication and negotiation skills are essential as well a native language level of Italian and very good command of English.

The candidate should ideally have a good knowledge of the system of enabling conditions introduced in the Cohesion Policy for 2021-2027 to ensure that the necessary conditions for the effective and efficient use of the Funds are in place.

The candidate should be available to travel occasionally to Italy in order to participate in monitoring committees and other relevant fora.



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 Adelina.Dos-Reis@ec.europa.eu indicating the selection reference EMPL/COM/2024/160 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 may 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.