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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](#).



Coordinator for inter-institutional Relations – Policies and Planning

DG ENER of the European Commission

Selection reference: ENER/COM/2024/616

Domain: Science and Research

Where: ENER.D.1.002 – “Euratom Coordination & international relations”, Luxembourg

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

Grade: AD 5-7

Publication deadline: 26.03.2024 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Energy is working to accelerate Europe’s clean and just energy transition to be the first climate neutral continent by 2050. We set out policies to develop an innovative, resilient and integrated energy system, which delivers a continuous supply of affordable, secure, reliable and clean energy to Europe’s citizens and businesses in line with the European Green Deal.

Within Directorate D: Nuclear energy, safety and ITER, our unit (Euratom Policy Coordination) handles the Commission’s internal and international coordination of the implementation of the Euratom Treaty. More specifically the unit is responsible for bilateral relations with key partner countries in the nuclear field, including the implementation of Euratom cooperation agreements, as well as for relations with the International Atomic Energy Agency (IAEA) in Vienna and the OECD Nuclear Energy Agency in Paris. The unit also provides the secretariat for the European Nuclear Safety Regulators Group (ENSREG) and provides legal support and coordination on legal files linked to the Euratom acquis. Its broader mission is to promote nuclear safety internationally.

The unit tasks under general policy coordination of the implementation of the Euratom Treaty can be grouped under three headings: internal coordination and relations with other EU institutions; international and stakeholder relations; and legal matters under the Euratom Treaty and derived legislation. For all its tasks, the unit has frequent contacts with other units both within DG ENER and with other Commission services as well as third parties within and outside of the EU. The unit has approximately 20 staff members and is organised in one legal sector, a team responsible for interinstitutional coordination as well as a team for bi-/multi-lateral international relations as well as ENSREG.



WE PROPOSE

Unit of DG ENER.D.1 is seeking to hire one Coordinator for inter-institutional Relations - Policies and Planning. The job holder will manage all tasks related to interinstitutional relations for the Directorates D and E on nuclear policy related matters in close coordination with horizontal units in DG ENER Brussels and policy units in Directorate D and E.

The selected candidate will:

- (a) coordinate briefings and contribute to general energy policy files on nuclear energy related issues; coordinate replies to Inter-service Consultations for the Directorate,
- (b) coordinate the replies to EP questions, petitions as well as to citizen's requests on nuclear questions, working in close coordination with ENER.A1 that ensures overall relations with the Parliament.
- (c) provide timely inputs to SPP requests regarding nuclear energy and related technologies and contribute to the DG Communication strategy, in close coordination with Communication unit ENER.A2;
- (d) back up on relations with the Council, notably for the Atomic Questions Working Party and country desk officer on nuclear files for a selected number of EU countries.

WE LOOK FOR

We are looking for a a dynamic and highly motivated person with:

- a university degree in law, economics, energy, engineering, European affairs or related fields;
- knowledge of Commission procedures relating to inter-institutional relations would be an asset;
- knowledge in the field of EU energy policy, and specifically of nuclear energy, safety, radiation protection, waste management and/or safeguards, would be an advantage;
- a strong sense of responsibility;
- excellent analytical, drafting, planning and coordinating skills; clear oral and written communication is essential;
- linguistic skills: a good knowledge of at least two EU official languages, including English, French or German, is required. For English specifically, a very good command of the language is necessary.

Security clearance is needed and, as such, the chosen candidate will have to undergo a clearance procedure, unless the candidate already has one.



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 margareta.djordjevic@ec.europa.eu indicating the selection reference ENER/COM/2024/616 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. 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 **Luxembourg**.

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.