



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](#).



Administrative Agent – Language Course Organizer in DG HR of the European Commission

Job title: Administrative agent – language course organizer

Domain: Human Resources

Where: Unit C.4. – (Learning & Development), Luxembourg

Function Group: FG II

Contract Type: 3b

Express your interest until: 19.04.2024 - 12.00 (Brussels time)

WE ARE

The Central Learning and Development Unit of DG HR (HR.C.4) encourages and assists staff to contribute in the best way to the achievement of the Commission's policy objectives by developing and implementing the Institution's learning policy and – in particular – the central organisation of high-quality learning and development activities. As such, we contribute to the development of individual, team and organisational competence and support continuous performance improvement.

HR.C.4 currently counts about 75 colleagues and is organised in 6 sectors. The unit is very customer-oriented and committed to the delivery of high-quality services in a supportive and stimulating working environment.

The Language Sector's team is based on two sites, Brussels and Luxembourg. The post offered is in Luxembourg.

WE PROPOSE

The successful candidate will **organise inter-institutional language courses** in the languages assigned to him/her: planning the courses (programmes, groups, dates and rooms) and placement tests; marketing, publicity and reporting; contributing to the preparation of budgetary commitments and payments as an operational initiating agent; follow-up of budget tables, budget forecasts and recovery orders; course administration in EU Learn, our Learning Management System (registration, invitations, presence lists); contacts with the service providers; various statistics. You may also be involved in the evaluation and quality management of our courses as well as in improving our constantly evolving language training offer. Our Learning Management System is an online platform that enables to organise online and in-person professional training courses by providing a framework to create, manage and deliver training courses and learning material. It provides staff with full access to the extensive learning offer of the Commission.

In our unit, we are keen on working together with our service providers and to involve other relevant parties as often as possible; therefore, our success is typically the result of joint efforts and co-operation. This post also offers the opportunity to work with staff in other Institutions.



WE LOOK FOR

- You have a thorough experience in administrative work – at least 1 year.
- You see yourself as a **rigorous and very well organised person**.
- You enjoy supporting people development and are satisfied when you see how your work is helping them and the organisation.
- You have a very **caring approach** to customer service.
- You are comfortable in dealing with demanding customers.
- You naturally focus on the essentials while working on a challenging number of requests, and you are very good at **meeting deadlines**.
- You show a capacity for **flexibility** and enjoy **teamwork** while being able to work **autonomously** and **pro-actively**.

Technical skills:

- You are comfortable with figures.
- Excellent IT skills, especially **Excel and Word**, are essential for this post.
- Knowledge of ARES, ABAC and EU Learn are an asset.

Languages:

- A very good command of both **English and French** is required, other languages are an asset.

If this feels, looks and sounds like you, we would be pleased to receive your application. In our interviews, our aim will be to find out how your particular competencies and values match our current needs.

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](#). 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 HR-MAIL-C4@ec.europa.eu indicating the call for interest reference **EC-2024-HR-412718** 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 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.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) 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 EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



The selecting unit chooses from the EPSO database³ 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.

³ Therefore, candidates who did not pass already a CAST on the level Function Group [II], should register their profile at this [address](#).



2. 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.

➤ **Type of contract and working conditions**

The place of employment will be in **Luxembourg**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG II**. General information on Contract Agents can be found at this link.

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](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **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.

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](#) 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](#).



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.