



## **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](#).



# **Administrative Assistant - Assistant to the Head of Unit and the Unit Service for Foreign Policy Instruments (FPI) of the European Commission**

**Job title:** Administrative Assistant - Assistant to the Head of Unit and the Unit

**Domain:** OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

**Where:** Unit FPI.3 - Rapid Response Europe, Asia & Americas, Brussels

**Function Group:** FG II

**Contract Type:** contract agent 3b

**Express your interest until:** **29.04.2024** - 12.00 (Brussels time)

## **WE ARE**

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FPI staff around the globe are proud of the work that they are achieving and have a strong sense of purpose and motivation. They take, and value, a high level of personal responsibility. A policy-driven approach, a focus on priorities, solutions, and impact, combined with a welcoming and supporting atmosphere, are part of the service's corporate culture. The service promotes professionalism and teamwork, encourages commitment, and promotes respect. It also seeks to embed trust and fairness while prioritising effective communication at all levels. The Service reports directly to the HR/VP. The Service works in close cooperation with the other Commission services, as well as with the EEAS, both in headquarters and in delegations.

Within the Service for Foreign Policy Instruments, FPI.3 manages rapid response actions in Europe, Asia and the Americas – both under the Crisis Response and Foreign Policy Needs components – of NDICI-Global Europe. Thematically, the Unit leads FPI's work on Public and Cultural Diplomacy, Disinformation as well as mine action and economic issues and global health. It is also responsible for cooperation with High-income countries (HICs) and Public Diplomacy (in HICs as well as in China, India, Brazil, Mexico and Argentina) in its geographic area of responsibility.

The Unit works in close cooperation with the EEAS and all relevant European Commission services at headquarters as well as in EU Delegations. It acts as the EUs first responder in situation of urgency, emerging crisis, crisis and post-crisis and in providing support to urgent foreign policy needs and opportunities in areas such as effective multilateralism, disinformation and foreign information manipulation, global health and public and cultural diplomacy.

Together with the FPI Regional Teams in Bangkok and Washington and the FPI office in Vienna, the Unit collaborates closely with EU Member State agencies, international organisations, civil society

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and the private sector to effectively deliver on EU foreign policy commitments through conflict-sensitive and policy-driven action. Team spirit, a strong sense of initiative and responsibility is a common feature of all unit members.

The size of the unit is 16 staff members. The post is available from 1 May 2024.

## **WE PROPOSE**

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We propose an attractive position as Administrative Assistant - Assistant to the Head of Unit and the Unit with possibilities to develop and learn on the job. The successful candidate will be part of a very friendly, dynamic, and motivated team in unit FPI.3.

The selected candidate will play a key role in ensuring smooth functioning of the unit, by providing administrative support to the Head of Unit, thus contributing, in close cooperation with the other assistants (in the Unit/the Service), to the smooth functioning of the Unit.

To contribute to the creative, positive and efficient work atmosphere in the Unit through supporting optimal flow of information, internal coordination, a good organisation of internal deadlines and follow-up leading to timely delivery of outputs. To ensure the smooth management of calendar, events, contacts as well as the Head of Unit's correspondence, for the adequate representation of the Unit, taking into account our particular political, international, diplomatic working environment. If/When needed, to contribute to the work of a pool of assistants for the Service as a whole notably within the back-up system.

More particularly, the selected candidate will support the unit in respect to:

- Document management and dealing with correspondence.
- Administrative tasks related to personnel management and integration of newcomers.
- Support to mission planning and budgeting.
- Logistical support in organisation of meetings, etc.
- Support to briefings coordination, deadline monitoring and timely delivery of outputs.
- Back-up of other administrative assistants.

In addition to assisting with standard Commission procedures and tools (ARES, MIPS, M365, Sysper) for the unit, the successful candidate may provide punctual assistance related to one or more specialised tasks that are common to several FPI units, e.g., but not exclusively, legislative coordination, briefing coordination, HR support, finance and contracts, etc. This is an excellent opportunity for a candidate looking to further develop specialised skills in order to further develop in his or her career.



## **WE LOOK FOR**

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We are looking for a motivated, dynamic, polyvalent assistant to join our friendly, fast-paced team in Brussels and help us deliver on our exciting "rapid response" mandate, along with our regional teams operating in Bangkok, Washington and Vienna.

The candidate should enjoy working in a dynamic working environment and be able to adjust to multiple tasks even under tight deadlines. A positive and proactive attitude, very good writing and communication skills, solid inter-personal skills and a good judgement are also essential, as well as a good knowledge of standard Commission procedures and tools and, ideally, experience in a more specialised domain relevant to the needs of the Service or a keen willingness to learn.

The work involves coordination with other units in FPI, with Commission line DGs and with the EEAS on EU policies relevant for FPI.3.

The candidate should have at least two years' experience in administrative support and related tasks. An excellent knowledge of English is essential and a good knowledge of French is an asset. Security clearance: If not already acquired, the selected candidate should request it when taking up function.

## **HOW TO EXPRESS YOUR INTEREST?**

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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.
3. Please send these documents by the publication deadline to:  
[FPI-HR-COORDINATION@ec.europa.eu](mailto:FPI-HR-COORDINATION@ec.europa.eu) indicating the call for interest reference **EC/2024/FPI/239833** 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.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

#### 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 EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> 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).

<sup>2</sup> 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>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database<sup>3</sup> 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 (French).

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<sup>3</sup> 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. 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 **Brussels**.

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.