



## **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](#).



# Policy Officer in Pharmaceuticals

## Directorate-General for Health and Food Safety (DG SANTE) of the European Commission

**Selection reference:** SANTE/COM/2024/640

**Domain:** European Public Administration

**Where:** Unit SANTE.D.2 - „Medical products: Quality, safety, innovation“, Brussels

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

**Grade:** AD 5-7

**Publication deadline:** 23/04/2024 - 12.00 (Brussels time)

### WE ARE

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Directorate-General for Health and Food Safety (DG SANTE) aims to deliver to Europeans the peace of mind that comes with access to healthcare, safe food to eat and protection against epidemics and diseases. Its goal is to build and maintain Europe's high standards on food and feed safety, animal and plant health, as well as the most affordable, accessible and high-quality health systems. DG SANTE has a holistic approach -One Health- to health, acknowledging the interdependency between humans, animals and their environment, and the need to address emerging health problems through effective and sustainable policies across disciplines.

Unit SANTE D2, "Medical products", is in charge of the development and the implementation of key aspects of the EU regulatory framework for medicines as well as for the conduct of EU medicines policy processes aimed at promoting quality, innovation, accessibility, availability and affordability of medicines in the EU in line with the Pharmaceutical Strategy for Europe (Commission Communication Nov 2020).

The unit is also in charge of the EU legislative framework on the Substances of Human origins (SOHO) and of the supervision of the European Medicines Agency. The unit (about 20 staff organised in 3 different teams), is engaged in multiple policy and regulatory processes, legislation management and cooperation with and between national authorities and with stakeholders.

### WE PROPOSE

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Unit SANTE.D.2 consists of a supportive and motivated team of 24 colleagues that promotes a culture of mutual appreciation, teamwork and open exchange of views. The unit is seeking to hire a colleague expected to

- provide expertise, collect information, conduct analysis in relation to the quality and safety of medicines and other technical aspects of the legal and policy framework for pharmaceuticals in the EU
- design, monitor and implement EU legislation and regulatory processes as part of the

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implementation of the Pharmaceutical Strategy for Europe

- organise and manage technical cooperation with and between Member States, with stakeholders, and with relevant EU agencies and international organisations active in the field of medicines.

## **WE LOOK FOR**

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To successfully carry out this job the candidate should meet the following criteria:

- University studies in pharmaceutical science
- good knowledge of EU mechanisms and tools for setting technical rules and regulating products
- an ability to understand technical and scientific regulatory provisions
- good coordination and project management skills
- a good knowledge of the EU decision making process.

Relevant experience in medicines policy and legislation at EU or national level, namely regarding the unit's activities such as clinical trials and falsified medicines would be an additional asset.

Experience in the following tasks is highly recommended:

- preparing and drafting legislation and in implementing better regulation requirements
- inter-service coordination; in negotiating a Commission proposal through the EU decision making procedure
- monitoring, implementation and enforcement
- organisational management
- managing cooperation with national authorities and stakeholders.

The ideal candidate should be highly motivated, have very good analytical skills and communication and drafting skills, a sound judgement and structured reasoning and an ability to understand scientific information (life science, medicine, pharmacy etc).

She/he should be able to work autonomously and take individual responsibilities as well as she/he should enjoy and value teamwork and knowledge sharing.



## **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 [SANTE-HR-BUSINESS-CORRESPONDENT@ec.europa.eu](mailto:SANTE-HR-BUSINESS-CORRESPONDENT@ec.europa.eu) indicating the selection reference SANTE/COM/2024/640 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 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.

### ➤ **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.