



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](#).



Speechwriter

DG DG for Internal Market, Industry, Entrepreneurship and SMEs of the European Commission

Selection reference: GROW/COM/2024/943

Domain: European Public Administration

Where: Unit GROW.B.1 - „Planning and Briefings“, Brussels

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

Grade: AD 5-7

Publication deadline: 03.05.2024 - 12.00 (Brussels time)

WE ARE

The overall mandate of the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) is to create a deeper and fairer internal market and provide a favourable environment for creating growth and jobs in Europe by helping European enterprises and industries (in particular SMEs) to be globally competitive, innovative and sustainable, for the benefit of all European citizens. DG GROW is fostering opportunities and welfare for all, allowing citizens, entrepreneurs, small and large businesses as well as their employees to reap the full benefits from a large, integrated and globally competitive single market.

The Planning and Briefings unit, GROW B1, is a services unit, part of the Directorate for Planning, Finance and Digital solutions (Directorate GROW.B). The unit has a unique overview of all Commission and GROW policies and activities. It ensures DG's central briefing and speeches coordination and assists the DG's senior management in developing, implementing and delivering the DG's input to the Commission's priorities. We coordinate the preparation of the high-quality briefings and speeches for the hierarchy, especially for the Director-General and the Commissioner.

We make certain that the final output is as intelligible, illustrative, and concise as possible. The unit coordinates the DG's input into the Strategic Planning and Programming cycle, including Commission Work Programme, Management Plan and Annual Activity Report. It supports colleagues across the DG in delivering on the Commission Better Regulation and the Commission's regulatory fitness and performance programme (REFIT) agenda. In addition, the unit ensures the uniform application of the access to documents rules across the DG. We work closely with other services of the Commission, especially with the Secretariat General.

We work together in a constructive and positive environment. We value team spirit, service, open discussion, sharing of information and knowledge.



WE PROPOSE

Unit B.1 of DG GROW is seeking to hire one Speechwriter.

The successful candidate will be responsible for ensuring, preparation and finalisation of speeches for the Commissioner, other members of the College and the Director-General on key initiatives and policy developments in the area of industrial policy: industrial ecosystems, competitiveness, digital and green transition, free movement of goods and services and policies concerning small and medium enterprises, in close cooperation with all relevant units of DG GROW.

If required, S/he will participate in the preparatory meetings with the Cabinet or the Director General to ensure the highest possible quality of speeches prepared. S/he will work in close cooperation with the DG's assistants, the Cabinet of the Commissioner and Secretariat General and often under tight deadlines.

The successful candidate will join a motivated team with strong emphasis on collaboration and teamwork. S/he will work closely with other members of the team and will be supported by a respectful and open environment.

WE LOOK FOR

We are looking for a Speechwriter.

The ideal profile for the job is:

- To have at least three years of professional experience in communication and publication and speechwriting at political level.
- To have at least three years of professional experience in EU coordination and consultation in complex settings.
- It would be an advantage to have at least three years of professional experience in policy analysis.
- A knowledge of the functioning and procedures of the Commission its decision-making process, interinstitutional procedures and working methods would be an advantage.
- Excellent drafting and communication skills. An excellent command of English and French is a must.
- A new team member should be proactive, dynamic, and result oriented. The job requires very good organisational skills and intellectual curiosity.



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 GROW-B1@ec.europa.eu indicating the selection reference GROW/COM/2024/943 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 (level C2) of ENGLISH
- AND an essential knowledge (level C2) of FRENCH.

➤ 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 applicants¹.

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 French.

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.

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.

¹ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



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.