



## **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

## DG REFORM of the European Commission

**Selection reference: REFORM/COM/2024/1145**

**Domain\*:** Institution structures and organisational development/European Public Administration

**Where:** REFORM, Unit B2 - „Public Administration and Governance“, Brussels

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

**Grade:** AD 5 – AD 7

**Publication deadline:** 01.06.2024 - 12.00 (Brussels time)

### WE ARE

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The mission of DG REFORM is to provide and coordinate technical support to Member States for the preparation and implementation of structural reforms.

DG REFORM manages the Technical Support Instrument (TSI). The TSI is the European Commission's key tool for supporting Member States in designing and implementing growth-enhancing and inclusive reforms. The TSI has a dedicated budget and a legal framework for the provision of technical support to Member States.

The vacancy is in Unit REFORM.B2. The Unit is in charge of technical support projects in the areas of governance at central and local administration, e-government, judicial system and anti-corruption and efficient use of the European structural and investment funds issues. In addition to this, the unit steers and coordinates the activities of the Commission in the area of public administration. It develops country and thematic knowledge, contributes to the thematic assessment for the European Semester, the Rule of Law reports and as appropriate for the implementation of the National Recovery and Resilience plans. The unit services as the secretariat for the Inter-Service group for public administration and the Commission's expert group on public administration and governance.

### WE PROPOSE

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Unit B2 of DG REFORM is seeking to hire one Policy Officer.

The position will consist of the design, implementation and monitoring of the Commission's policy in the area of public administration reform and the design, implementation and monitoring of technical support projects in this policy area.

The successful candidate will, in close cooperation with the management of the Unit help implement the ComPAct (the Communication for the enhancement of the European Administrative



Space) Implementation Plan and thereby contribute to enhancing the European Administrative Space. The work will cover all three pillars of ComPAct, with focus on the skills pillar. Emphasis will be on helping improve the overall narrative and communication for public administration and governance, and to identify linkages between the three pillars. This will help disseminate our efforts on the projects and initiatives which bring concrete impact on the ground. Provide analysis on developments in the fields of the Unit, in particular on public administration and governance. Support the effective design, implementation, and monitoring of reforms in the area of public administration and governance.

The candidate will represent DG REFORM in thematic discussions with Member States , international organisations and networks, the Expert Group on Public Administration and Governance, public agencies, research community and private-sector experts. The candidate will also liaise with the Member States that benefit from technical support and with technical support providers with a view notably to delineating EU-wide trends in this policy area.

The candidate will draft, coordinate and review the briefings and other communication activities of the unit.

## **WE LOOK FOR**

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We are looking for a highly motivated, proactive and experienced – at least 5 years – Policy Officer.

We are looking for a candidate with a strong background and proven experience in policymaking and project management. The successful candidate should also possess robust analytical skills, good communication skills, excellent drafting skills in English and good policy judgment. Experience in administrative reforms and EU policy in the area of public administration would be considered a strong advantage. Knowledge of public administration in the EU as well as of the financial management rules of the European Commission would be an asset.

The candidate should have the capacity to organise and deliver a quality work in a timely manner for the unit and have the capacity to deal with complex technical support projects.

The ideal candidate is a committed and enthusiastic colleague with a good sense of responsibility and initiative, service minded, able to prioritise work and ready to work in a challenging environment.

Languages:

The ability to draft and to communicate effectively in English is essential. Knowledge of other Member States' languages would be advantageous.

## **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 [REFORM-B2@ec.europa.eu](mailto:REFORM-B2@ec.europa.eu) indicating the selection reference DG/COM/2024/1145 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.