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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](#).



POLICY OFFICER

in DG HERA of the European Commission

Job title*: CBRN Policy Officer

Domain:** Public health, crisis management, stockpiling, CBRN

Where: Unit HERA.4 Emergency Office

Function Group: FG IV

Contract Type: 3b

Express your interest until: 24.05.2024 - 12.00 (Brussels time)

WE ARE

The newly created Health Emergency Preparedness and Response Authority (HERA) which is established as a Directorate-General of the European Commission.

The HERA shall assist the Commission to improve preparedness and response to serious cross-border threats in the area of medical countermeasures, in particular:

- strengthening health security coordination within the Union involving all relevant actors during preparedness and crisis response times and bringing together the EU Member States, industry and relevant stakeholders in a common effort;
- addressing vulnerabilities and strategic dependencies within the Union related to the development, production, procurement, stockpiling and distribution of medical countermeasures;
- contributing to reinforcing the global health emergency response architecture.

The HERA shall be responsible for the following tasks which shall be exercised in close cooperation with the Member States:

- assessment of health threats and intelligence gathering relevant to medical countermeasures;
- promoting advanced research and development of medical countermeasures and related technologies;
- addressing market challenges and boosting the Union's open strategic autonomy in medical countermeasures production;
- swift procurement and distribution of medical countermeasures;
- increasing stockpiling capacity of medical countermeasures;
- strengthening knowledge and skills in preparedness and response related to medical countermeasures.

In order to carry out these tasks, HERA uses different financing programs, in particular Horizon Europe, EU4Health and the Union Civil Protection Mechanism (RescEU). The HERA is assisted by the Coordination Committee, the HERA Board and the HERA Advisory Forum. HERA currently has 4 units.

HERA.04 "Emergency Office" is in charge of management of Health crisis. HERA's Emergency Office has been established to ensure that HERA can provide a fast, efficient and effective EU coordinated response to cross-border health emergencies, by ensuring the provision of key medical



countermeasures throughout the European Union, bringing together the EU, Member states, Industry and relevant stakeholders. The Emergency Office's main purpose is to respond and proactively prepare for response to Emergencies as defined by the draft council regulation on "An Emergency framework for public health emergencies" which is a framework of measures for ensuring the supply of crisis-relevant medical countermeasures in the event of a public health emergency. In particular, as a preparedness measure, the Emergency Office is to carrying out risk assessment and identification of medical countermeasures in the field of Chemical, Biological, Radiological and Nuclear (CBRN) threats. The Emergency Office will also be ready and prepared to respond to events that do not necessarily meet the formal threshold of a "public health emergency", but nevertheless requires an intervention by HERA, to support member states in accessing the necessary medical countermeasures. The emergency office will also be responsible for identifying Lessons learned, for reporting, including producing the final emergency report and for HERA.

WE PROPOSE

We propose a policy officer position for a highly motivated colleague in the "Emergency Office" in DG HERA (Unit.04). Within a team focusing on medical countermeasures against chemical, biological, radiological and nuclear threats.

The person recruited will be responsible for developing and implementing HERA's policy and activities in identifying and quantifying the medical countermeasures needed to address those threats. This will entail the conception, development, coordination, preparation and monitoring of a HERA's policy and related activities. The assignment comprises frequent contacts with a large variety of different stakeholders, in particular: with other Commission services, EU agencies, in particular the European Centre for Disease Prevention and Control (ECDC), the European Medicines Agency (EMA), the European Chemical Agency (ECHA), Europol, Member States, and external stakeholders such as industries. During crisis mode, the person might be asked to participate in the response, and this could require weekend work.

WE LOOK FOR

We look for a person who shows genuine interest and ideally has hands on experience and sound knowledge in one or more of the following domains: countering radiological and nuclear threats, countering chemical agents, biosecurity and countering biological threats, high-risk chemicals, radionuclear safety, research, and development of medical countermeasures. The position requires ability to think strategically and to drive forward work proactively with a keen eye on political priorities and good EU institutional awareness.

The job requires ability to analyse, prioritise and to work cooperatively within diverse teams. Flexibility (both as regards working hours and tasks) and resilience as well as the ability to manage several files simultaneously is essential. The job requires also very good drafting and communication skills – including public speaking skills and production of high-quality written documents. The persons should be able to support the team to represent the Commission in internal and international meetings and conferences. They must be open to changing tasks and adapting as well as learning about different topics concerning their role. A very good knowledge of English is needed.



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 Anne Simon - Anne-Adele.SIMON@ec.europa.eu and HERA HRC team - HERA-HR-CORRESPONDENT@ec.europa.eu indicating the call for interest reference **EC/2024/HERA/447550** 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 education which corresponds to completed university studies of at least three 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.

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?

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

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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

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



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.



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 **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 IV**. 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 years**. 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.