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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](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](#).



# Team Leader

## DG for Internal Market, Industry, Entrepreneurship and SMEs (GROW) of the European Commission

**Selection reference:** GROW/COM/2024/725

**Domain:** European Public Administration

**Where:** Unit GROW.D.2 - „Industrial Forum, Alliances and clusters“, Brussels

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

**Grade:** AD5-7

**Publication deadline:** 21.05.2024 - 12.00 (Brussels time)

### WE ARE

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DG GROW is the Directorate General of the European Commission in charge of the Internal Market, industry, entrepreneurship and small- and medium-sized enterprises.

Unit D2 of DG GROW is a dynamic unit, coordinating different business support networks, cluster policy, industrial alliances as well as the Industrial Forum, the European Monitor of Industrial Ecosystems (EMI) and the European Industry Days. The unit's activities and projects support companies and industrial ecosystems at all stages of their growth and help them partner most effectively with each other. Unit D2 helps implement industrial policy and the green and digital transition 'on the ground', in cooperation with industrial stakeholders and business networks.

More precisely, the unit oversees:

- the European Cluster Collaboration Platform (ECCP) to support and connect industry clusters in the EU and beyond and the Euroclusters, which are cross-sectoral, interdisciplinary, and trans-European strategic initiatives of industry clusters;
- the Erasmus for Young Entrepreneurs programme (EYE), giving new or aspiring entrepreneurs the chance to learn from experienced entrepreneurs in other countries;
- the Enterprise Europe Network (EEN), the world's largest SME support network;
- the European Monitor of Industrial Ecosystems (EMI) to monitor the green and digital transition of European industrial ecosystems;
- the governance of Industrial Alliances;
- the organization of the European Industry Days;
- and the management of the Industrial Forum and its different Task Forces.

The unit is composed of a highly motivated team of colleagues dedicated to implementing the objectives of the EU industrial policy and support European companies in their international growth path. The unit provides a dynamic and supportive work environment and team mentoring for newcomers.

(Reference: Selection reference GROW/COM/2024/725)



## **WE PROPOSE**

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Unit D2 of DG GROW is seeking to hire one Team Leader to coordinate a team of 6 colleagues working on the Enterprise Europe Network.

The position will consist mainly of the following tasks:

- translating the objectives of the wider EU Industrial Strategy and SME Strategy into practical actions to be implemented by the Enterprise Europe Network to support SMEs to internationalize and innovate;
- prioritizing and assigning tasks to the team members and ensuring the timely and correct implementation of those tasks;
- overall team management, including providing guidance, motivating and supporting the team, discussing points for improvement, helping ensure a positive team spirit and encouraging team work across the unit;
- ensuring complementarities between the activities of the Enterprise Europe Network and those of other relevant actions in DG GROW, the European Commission and other networks;
- acting as an interface between the team of colleagues working on the Enterprise Europe Network and the hierarchy in DG GROW;
- acting as interface between the team of colleagues working on the Enterprise Europe Network and other services of the European Commission as well as external stakeholders;
- coordinating the procurement procedures related to the Enterprise Europe Network, in particular the preparation of calls for proposals for the organizations implementing the Enterprise Europe Network;
- coordinating financial and budgetary matters linked to the implementation of the Enterprise Europe Network with the responsible units in DG GROW and with the Executive Agency (EISMEA);
- coordinating relations with the Sector of the Executive Agency (EISMEA) in charge of the contractual and project management of the Enterprise Europe Network;
- coordinating and reviewing the drafting of policy documents, briefings and reports relevant to the Enterprise Europe Network;
- organizing the annual event of the Enterprise Europe Network gathering 800 participants from across Europe to discuss the implementation of the project.

## **WE LOOK FOR**

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We are looking for a dynamic, efficient and well-organized person, with previous experience in managing a team. The ideal profile for the job is an individual with at least 5 years of education in a relevant field (e.g., economics, business administration, public administration) and with at least 5 years of work experience in project management in a public institution and in a business support organization, including contract and budget management. Previous experience in or a thorough understanding of activities of the Enterprise Europe Network would be important. The selected candidate should also have previous experience in organizing large high-level events with business stakeholders



The ideal candidate should be a motivated and flexible colleague with a positive mind-set, analytical and negotiation skills, excellent drafting and communication skills, a good eye for detail, a strong sense of responsibility, capacity to prioritize tasks and work under pressure, and proven leadership skills.

The selected candidate should be able to work autonomously, lead by example and at the same time act as a dedicated team-player.

The ideal candidate should be proficient in English and French (oral and written). Good knowledge of German is considered an asset.

### **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 [GROW-D2@ec.europa.eu](mailto:GROW-D2@ec.europa.eu) indicating the selection reference GROW/COM/2024/725 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) 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.