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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](#).



# LEGAL AND POLICY OFFICER – ETHICAL CONDUCT

## **DG HR of the European Commission**

**Selection reference:** HR/COM/2024/912

**Domain:** Human Resources

**Where:** Unit HR.F.5 – Ethical Conduct - Brussels

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

**Grade:** AD 5-7

**Publication deadline:** 06/06/2024 - 12.00 (Brussels time)

### **WE ARE**

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The Human Resources and Security department (DG HR) implements the Commission Human resource strategy, that contains a vision of a modern, flexible and values-driven organisation that ensures its staff deliver outstanding results for people across the EU. More specifically, DG HR oversees recruitment policy, training and career management, social policies and working conditions for Commission staff. It is also responsible for keeping buildings and employees safe, and for online security.

Within Directorate HR.F (Legal Affairs), Unit HR.F.5 Ethical Conduct is responsible for a diverse number of subjects: professional ethics of Commission staff members in its broadest scope, anti-harassment policy and coordination of European Ombudsman inquiries on HR matters. We not only apply existing policies but also develop new policies and processes to improve the service we provide to our colleagues across the Commission. HR.F.5 also organizes trainings to raise awareness among Commission staff members regarding ethics and the fight against harassment.

Our unit is divided into three sectors, the largest one being the Ethics sector (currently composed of 12 colleagues). The ethics-related policy and processes derive from the rights and obligations of Commission staff members established in the Staff Regulations (Title II). They are the cornerstone elements contributing to the respect, credibility, independence of the Commission and its staff in the eyes of the citizens. Hence, while our daily work is strictly confidential, it has also a highly visible dimension across the Commission as well as for civil society organisations and the media. Working in the ethics sector involves very often being responsible for politically sensitive files and hence contributing to briefings and press inquiries. That is why all the members of our team show a high level of discretion, resilience and attention to detail in their work.

Moreover, we offer a very collaborative, supportive and empowering working environment. We have a strong team approach towards work and enjoy a positive atmosphere among colleagues.



## **WE PROPOSE**

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We offer an AD case-handler position in our unit, in particular the Ethics sector.

The new colleague will amongst others be in charge of processing staff members' declarations and requests lodged under Title II of the Staff Regulations. These notably include:

- declarations of occupational activities after leaving the service,
- requests for outside activities during active service and during leave on personal grounds,
- acceptance of gifts and decorations,
- so-called 'ad-hoc' conflict of interests,
- publication requests,
- conflicts of interest upon recruitment.

The case-handler will analyse the requests against a set of criteria in relation to risks for the Institution, will consult relevant services or actors and will draft opinions to underpin the Authorising Authority's decisions. The work is varied, and every file is diverse, requiring a tailor-made analysis of each ethic request against the applicable rules and according to its own merits and circumstances. Each case handler takes care of a full treatment of the files assigned to him/her, which also includes processing them through the Commission's IT tools such as Ares and Sysper.

An important part of the job will be interactions with the Commission's staff as the ethics processes are fully centralized at DG HR level. Notably, the new colleague will also advise individual staff members, upon their requests, with respect to their ethical doubts, for instance whether to accept an outside commitment or not. Also, the hierarchical superiors of staff often ask for advice.

The colleague may also be involved in awareness raising actions (training and presentations) across the Commission and in other policy-related files.

Moreover, he or she will also contribute to a review of business processes and propose options for their further automation and simplification in the context of the future HR IT platform.

The job offered provides plenty of opportunities to interact with managers and HR Correspondents from across the Commission. We also collaborate with the Secretariat-General and the Legal Service on a daily basis, and with our colleagues in other institutions in a set structure.

## **WE LOOK FOR**

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We are seeking an enthusiastic and dynamic colleague, with interest for professional ethics matters and good administration issues.

A background in law will be an asset.

A good knowledge of HR matters and expertise in professional ethics will be appreciated, as well as a previous experience as a project manager or a business manager for automation of processes.



The candidate will be a very good team player, very well organized, able to work on multiple tasks, in a meticulous manner while respecting various deadlines. The colleague will also show discretion, resilience and curiosity.

The colleague should be able to use dedicated IT tools (Ares and Sysper) on a daily basis to process ethics requests. Good command of Excel and Word are necessary. Very good drafting and communication skills in English are needed (French will be considered an advantage).

### **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 [HR-MAIL-F5@ec.europa.eu](mailto:HR-MAIL-F5@ec.europa.eu) indicating the selection reference HR/COM/2024/912 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.