



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](#).



Policy Officer – STEP (Strategic Technologies for Europe Platform)

DG BUDG of the European Commission

Selection reference: BUDG/COM/2024/1262

Domain*: Budget and Finance/Economics, Finance and Statistics

Where: Unit 02 - „Task Force One Stop Shop Strategic Technologies For Europe Platform (OSS STEP)“, Brussels

Staff category and Function Group: Temporary agent 2b – Administrator

Grade: AD 5-8

Publication deadline: 12.07.2024 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Budget (DG BUDG) is the central service of the European Commission in charge of the management of the EU budget throughout the annual and multiannual cycle, from the preparation of the draft budget and Multiannual Financial Framework to its implementation and final discharge by the European Parliament.

DG BUDG is also responsible for the legal framework applicable to the implementation of the EU budget by the different Institutions, agencies and Member states, and it plays a key role in promoting sound financial management and a performance culture that focuses on maximizing the results of public expenditure on the ground.

Unit BUDG.02 “Task Force One Stop Shop Strategic Technologies for Europe Platform (OSS STEP)” is a recently created task force, reporting directly to the Director-General (DG). The task force helps STEP project promoters identify the most suitable/appropriate funding among the existing EU programmes and funds, identifies synergies among the latter, steers the formulation and implementation of their work programmes to maximize the contribution of the EU budget to the achievement of the STEP objectives, and communicates vis-à-vis all relevant stakeholders. The task force collaborates closely with several Commission services tasked with the design and implementation of relevant programmes/funds. In particular, in liaison with colleagues in DG REGIO, DG EMPL, DG ECFIN, and SG RECOVER, it assists national authorities and local managing authorities in their reprogramming of cohesion and RRF resources towards STEP objectives. In carrying out its responsibilities, the task force works closely with several units in various directorates in DG BUDG and other DGs.

Following the 2021 staff survey and Commission-wide awards, DG BUDG is recognised for its staff engagement, quality of its Middle Management and greening efforts. Ensuring staff engagement remains high on our agenda, which is why we are keen to provide support for career development, specialised training and ensure smooth newcomers’ integration.



WE PROPOSE

Unit O2 of DG BUDG is seeking to hire one Policy Officer.

We propose an interesting and challenging position of policy officer/policy coordinator in a dynamic and motivated team working closely with the Director General of DG BUDG. This position offers the opportunity to help promising EU companies/entrepreneurs in strategic sectors (cleantech, biotech and deep tech) identify the most appropriate sources of EU funding, thus helping the EU advance on its twin green and digital transition while preserving and enhancing its open strategic autonomy. The job holder will thus be expected to deal with a host of technical and policy issues in a context of high visibility, working in close collaboration with project promoters, Member States authorities, and several other Commission services. Due to the types of projects to be catered to, and the mandate of the task force to identify how to best leverage existing instruments, the position calls for and rewards resourcefulness and innovative thinking.

You will in particular be responsible for:

- Helping Member States revise their Cohesion Policy Funds' operational programmes and their Recovery and Resilience Plans to increase the latter's contribution to STEP objectives;
- Helping manage the network of National Contact Points for STEP;
- Promoting STEP to various stakeholders across Europe;
- Liaising with managing authorities and other implementing partners, including the EIB and other national development banks;
- Following the formulation and the implementation of the work programmes of the relevant EU programmes/funds with a view to maximize their contribution to the achievement of STEP objectives;
- Ensuring adequate follow-up to the requests/questions received via the STEP Portal (already live in its first version);
- Helping with the preparation of periodic reports and, as needed, evaluations on the achievements of the STEP initiative.

WE LOOK FOR

We are looking for a Policy Officer – a candidate with the following qualities:

- Strong interpersonal skills and ability to work as part of a start-up team;
- Significant experience with the implementation of cohesion policy. Experience with other relevant EU programmes/funds can be an asset;
- Ability to manage/coordinate/synthesize inputs from different stakeholders;
- Capacity to identify efficiencies in established processes;
- Ability to represent DG BUDG/Commission in meetings with other services/institutions/stakeholders;
- Experience in working on new projects, developing new policies can be an asset;
- Work experience/technical knowledge of the STEP sectors (cleantech, biotech, deep tech) would be an advantage.



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 BUDG-MAILBOX-U02@ec.europa.eu indicating the selection reference BUDG/COM/2024/1262 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 EU¹
- 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.

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).



➤ **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 applicants².

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.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



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.

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.