



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](#).



Programme Assistant

in DG HOME “Migration and Home Affairs” of the European Commission

Job title: Programme assistant

Domain: European Public Administration

Where: Unit [HOME.E.3](#) “NORTH, WEST & CENTRAL EUROPE (II)”, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 30.06.2024 - 12.00 (Brussels time)

WE ARE

The mission of Directorate E of DG HOME is to implement the Home Affairs Funds under direct and indirect management (“Union actions”) and shared management (“national programmes”) and carry out the financial management of the EU subsidies to the decentralised agencies such as European Asylum Agency, FRONTEX, EU-Lisa and Europol.

Unit E3 is a team of 16 people dealing with the implementation of national programmes (2014-2020) and emergency assistance under the Asylum, Migration and Integration Fund (AMIF) and the Internal Security Fund (ISF) and programmes for the AMIF, the Border Management and Visa Instrument (BMVI) and the Internal Security Fund (ISF) (2021-2027).

We support financially North and West European Member States (Austria, Belgium, Denmark, Germany, Estonia, Finland, France, Ireland, Latvia, Lithuania, Luxembourg, the Netherlands, Poland, Romania, Slovenia, Sweden) and the Schengen Associated Countries (“SAC”) (Norway, Iceland, Liechtenstein and Switzerland). It means working with managing authorities in our countries to ensure efficient implementation of their programmes and assisting those countries facing migratory pressure or security crises in addressing their urgent needs through either a flexible emergency response mechanism (emergency assistance) or actions of EU added value added to the programmes (“specific actions”).

Through our work, we provide support to third-country nationals when migrating or requesting asylum, help protecting further EU external borders and endeavour to make Europe a safer place for its citizens. We create synergies with external and internal actors to strengthen partnerships and ensure sound financial management, simplification of processes and respect for deadlines.

WE PROPOSE

The post is for a position as programme assistant: to support the implementation of programmes by one or more of the four SAC. This concerns programmes and, where applicable, grants under the Border Management and Visa Instrument (BMVI).

(Reference: Call for interest EC-2024-HOME-451321)



The programme assistant monitors the implementation of national programmes, provides guidance and assistance to the authorities of the countries concerned on the interpretation and application of the rules of the Funds and is responsible for revisions of the programmes, the analysis of annual performance reports, forecast data and accounts. He/she will also be responsible for the closure of the 2014-2020 programmes as from 2025.

He/she will focus on securing a good implementation and visible results for the programmes. The future colleague will support the managing authorities with possible reprogramming exercises, participate in the monitoring committee meetings, be in dialogue with the country, develop optimal programming measures (focus on concentration of priorities & objectives, high impact, strong policy relevance, SMART indicators, the use of simplified cost options, an efficient control strategy). He/she will work closely together with other programme assistants and managers in the directorate, including those with specific knowledge on the different Funds (Fund coordinators), the policy units, auditors (as regards assurance and follow up of audits) and with colleagues in other Directorates-General (DGs), realising synergies with other Funds.

WE LOOK FOR

We are looking for a person who:

- Has a strong interest in the policy areas of DG HOME and tangible (project) implementation with stakeholders and beneficiaries in our countries;
- Is service-minded, result-oriented and a real team player with ability to build and maintain constructive working relationships with colleagues in DG HOME and other DG's, as well as with national authorities and beneficiaries under the Funds;
- Can work independently, take initiatives when appropriate, and has a keen understanding of the sensitive political issues at stake;
- Has a structured but flexible approach to work and the ability to handle several priorities at the same time, keeping good track of multiple pending processes and issues;
- Communicates in a clear and structured way and has good drafting skills in the unit's working language (English);
- Understands project/ programme management, can work well with figures and is comfortable with processing data in IT systems.

Knowledge of or prior experience in the management of (projects under) an EU programme in shared management would be a strong advantage.

Knowledge of Home Affairs Funds and/or the related policy areas (migration, border management, police cooperation and crisis management) would be an advantage, as well as the ability to work in French and/or German.



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 home-notifications-e3@ec.europa.eu indicating the call for interest reference EC-2024-HOME-451321 in the subject.

No applications will be accepted after the publication deadline.

The interviews will take place between 5 and 14 August 2024.



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 post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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.

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



➤ **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 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.

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



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 III**. 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.