



## **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](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](#).



## Profile

### DG FISMA of the European Commission

#### Policy Officer - Sanctions Implementation

**Selection reference: FISMA/COM/2024/821**

**Domain:** FINANCIAL MARKETS and REGULATIONS

**Where:** Unit FISMA.E.5 "Sanctions" - Brussels

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

**Grade:** Administrator" (AD5-AD8)

**Publication deadline: 08.07.2024 - 12.00 (Brussels time)**

#### WE ARE

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The unit consists of a small group of dedicated, enthusiastic and highly co-operative colleagues. The core business of the unit is to give effect, in a fast and flexible manner, to one of the most visible and active foreign policy tools – sanctions. The unit builds bridges between, on the one hand, the political decisions taken by the European Council and the Council of the EU, and, on the other hand, the EU internal market. The unit plays a crucial role in translating the European Commission's political priorities into action, in line with the EU's Global Strategy for Foreign and Security Policy. In addition, the unit is responsible for the Blocking Statute, the EU's initiative against the extra-territorial application of sanctions by third countries. The unit works in close cooperation with other Commission services, as well as with the European External Action Service (EEAS) and the Council. Externally, the unit is in contact with Member States, economic operators, third countries and international actors, such as the United Nations or multilateral development banks. The environment is thriving and stimulating, and we frequently experience high workloads.

#### WE PROPOSE

A dynamic, challenging and rewarding work environment. A varied job carried out with a wide range of partners inside and outside of the EU. An opportunity to be part of a new project combining external and internal aspects of the EU competence. An opportunity to learn and grow in accordance with the needs of the job. The new colleague will take an active role in shaping and implementing the Commission's priorities in the area of sanctions policy. S/he will support the preparation of proposals for Council and/or Commission Regulations on sanctions and the negotiation of their adoption in Council; support uniform sanctions implementation through dialogue with Member States and stakeholders, support drafting and issuance of Commission Guidance Notes and Opinions; support monitoring of sanctions enforcement by the Member States and monitoring and assessment of the effects of sanctions. S/he may be called



upon to represent the unit in different internal/external fora in the EU, third countries and with the UN. The new colleague will also work on horizontal issues, such as access to documents, data protection issues, advice to candidate countries on sanctions issues, briefings and replies to parliamentary questions etc. In addition, the new colleague will support the legislative work of the Unit by managing legislative procedures and inter-service consultations (Decide).

## **WE LOOK FOR**

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A dedicated official with:

- at least four years of relevant professional experience preferably within the Commission or other European Institutions;
- experience in or knowledge of EU external relations or sanctions policy in its different dimensions: decision-making process (including responsibility for sanctions legal drafting and participation in relevant negotiations), support for, and monitoring of, effective implementation of sanctions in the EU (including through existing IT tools), follow up on enforcement cases, international coordination and outreach to third countries;
- experience in coordinating decision-making procedures and keeping track of urgent and multiple decision-making procedures;
- very good interpersonal skills and capacity to interact with colleagues within the unit and from outside, and to maintain professional, meaningful contacts with external stakeholders including EU Member States and third countries;
- flexibility and ability to work autonomously while forming part of a very close-knit, dynamic and hard-working team;
- capacity to ensure high quality in performing a diversity of tasks in a multicultural environment;
- very good eye for detail.

A very good command of English is essential; good French is an advantage, as is knowledge of other languages. All members of the Unit must hold a valid security clearance certificate. In the absence thereof, the selected official will need to require the certificate immediately after recruitment.



## **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

[FISMA-E5-RECRUITMENTS@ec.europa.eu](mailto:FISMA-E5-RECRUITMENTS@ec.europa.eu)

indicating the selection reference **FISMA/COM/2024/821** 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. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

### ➤ **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.