



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

in DG CONNECT of the European Commission

Job title: Policy Officer

Domain: European Public Administration

Where: Unit CNECT.G.3 - „ Accessibility, Multilingualism and Safer Internet “, Luxembourg

Function Group: FG IV

Contract Type: 3b

Express your interest until: 06.08.2024 - 12.00 (Brussels time)

WE ARE

The **CNECT.G.3 unit (Accessibility, Multilingualism and Safer Internet)** is responsible for research and deployment of language technologies, digital accessibility for persons with disabilities ('Web Accessibility Directive'), a safer internet for children, and encouraging more women into digital. It aims to support the digital decade by making life online more accessible, multilingual and inclusive, as well as better for children.

The mission of the *Multilingualism sector* of CNECT.G.3 is to develop policies to support the research, innovation, development and deployment of key enabling digital language technologies and services, to allow all European consumers and businesses to fully benefit from the Digital Single Market. (<https://digital-strategy.ec.europa.eu/en/policies/language-technologies>)

The sector coordinates the DIGITAL eLangTech portal, which provides European Public Sector Bodies, SMEs, NGOs and Academia with automatic translation and other language technologies. (<https://language-tools.ec.europa.eu/>)

The sector manages a small number of research projects under the Horizon Programme, on topics such as Natural Language Understanding and Interaction in advanced Language Technologies. ([Horizon-Cluster4-2023-Human-01-03](https://horizon-cluster4-2023-human-01-03))

The sector manages the Language Data Space which aims to make multimodal language data (text, speech...) more available, accessible and used across Europe, while ensuring that the entities and individuals behind the data retain control over its usage. (<https://language-data-space.ec.europa.eu/>)

The sector supervises a new form of cooperation with the Member States, the Alliance for Language Technologies - European Digital Infrastructure Consortium, (ALT-EDIC), which was created early in 2024, and will replace the LDS in due course. (https://language-data-space.ec.europa.eu/related-initiatives/alt-edic_en)

This dynamic and committed sector is based in Luxembourg with a staff of around 5, in a unit of around 20. There is a strong team spirit and a friendly atmosphere.



WE PROPOSE

Unit CNECT.G.3 offers an interesting and challenging position as **Policy Officer** in the *Multilingualism sector*. The successful candidate will contribute to legal and policy development, in the rapidly evolving digital landscape of language technologies, encompassing large language models, data spaces, chatbots and AI.

The position offers an opportunity to support the sector by:

- Performing strategic and legal analysis of relevant policies, data, technologies, and results of stakeholder consultations.
- Developing policy in the field of language technologies, through analytical and strategic thinking.
- Monitoring regulatory, policy, and technological developments in language technologies and their deployment, including through engagement in key conferences, seminars, and networks.
- Managing all aspects of grants and contracts, including contributing to the drafting of work programmes, drafting calls for proposals and tenders, evaluating and selecting proposals, managing and monitoring the scientific/technical, legal and financial aspects of all outputs. This will involve working with external experts, internal financial and administrative staff, and external Agencies, as well as the funding beneficiaries.
- Drafting relevant documents, including contributing to written legal and technical briefings, speeches for the hierarchy and the Commissioner, and drafting replies to parliamentary questions and other queries.

The work entails regular contacts with a range of stakeholders, including Member States, other Commission services, academia, industry and civil society.

WE LOOK FOR

We are looking for a candidate with robust legal background and demonstrated policy development and project management skills, who has good planning, organizational and monitoring skills for programmes and policy initiatives.

The ideal candidate should be able to work independently, accept responsibility, and know how to prioritize tasks. S/He should be adept at problem-solving, able to identify, analyse, and resolve issues efficiently, enjoy drafting and presenting, and be capable of delivering high-quality results under tight deadlines.

Essential attributes include strong collaboration and teamwork skills along with the flexibility to adapt to a dynamic work environment. The candidate should communicate effectively and easily, orally and in writing, with colleagues and stakeholders, both inside and outside the Institution. Excellent drafting skills are required, with the ability to write clear, concise, and persuasive legal documents, reports, proposals, briefings, and presentations. Fluency in English, both orally and in writing is essential.

The ideal candidate should demonstrate keen interest in multilingualism and new technologies, understanding their legal implications and added value for business, and a commitment to staying up to date about relevant developments in this rapidly evolving field.

S/He should bring legal expertise in Big Data, Data Science, Large Language Models, and Machine Learning. A solid background in competitiveness law, international law, GDPR and IPR, preferably with implementation experience in these fields, is essential.

Additional experience in project procurements or grants management, as well as an understanding of Commission policy and/or programme development cycles would be advantageous.



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 CNECT-G3@ec.europa.eu indicating the call for interest reference **EC/2024/CNECT/407067** 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 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 education which corresponds to completed university studies of at least three 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.

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.

➤ 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

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



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 [IV], 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 **Luxembourg**.

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 IV**. 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 2 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.