



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](#)



Secretary

in DG ESTAT of the European Commission

Job title: Secretary to the Head of Unit

Domain: Statistics

Where: Unit ESTAT.C.4 – “Price statistics. Purchasing power parities. Housing statistics”, Luxembourg

Function Group: FG II

Contract Type: 3b

Express your interest until: 15.08.2024 – 12:00 (Brussels time)

WE ARE

Eurostat's unit C.4 “Price statistics. Purchasing power parities. Housing statistics” part of the Directorate for Macro-economic statistics.

The mission of unit C.4 is to provide the European Union with high quality [consumer price indices](#), [purchasing power parities](#) and [real estate price statistics](#).

The unit aims at publishing comparable, reliable and timely statistics in the three domains and further developing statistical standards, methodology and production processes in collaboration with Member States, other partner countries and international organisations.

The unit has 22 staff members.

WE PROPOSE

Unit C.4 “Price statistics. Purchasing power parities. Housing statistics” of Eurostat is seeking to hire a colleague (one contract agent FG I) with secretarial experience who would like to be part of our Unit. The job will be available on 1 October 2024.

The overall purpose of the job is to provide administrative support to the Head of Unit and teams of the unit in the coordination of the activities of the service and more specifically with the follow up of internal procedures, communication actions, information and document management, organisation of meetings, personnel administration and/or logistic needs.

You will work closely with the Head of Unit on administrative tasks linked to document management, management of sensitive information and personal data, meeting and mission organisation, visitors' management, budget planning and monitoring as well as addressing office related requests. Furthermore, you will give general administrative support to the unit members. You will coordinate the Unit mail, including the functional mailbox of the secretariat (attributions, deadline monitoring and quality control) as well as document management.

The job will also involve the organisation of meetings of expert groups under the unit remit or meetings with partners. The expert groups concerned are as follows: the [Price Statistics Working Group](#), the [Real Estate Statistics Working Group](#) and the [Purchasing Power Parities Working Group](#). The job also requires that the secretary provides assistance to the unit members to organise business trips and to manage workflows of financial files.

The secretary will deal with enquiries to the unit and meet visitors. The secretary will be also asked



to provide backup of the other secretaries in the directorate when needed.

WE LOOK FOR

We are looking for a motivated, proactive and responsible secretary who can support the Head of Unit and the unit members in the organisation and administration of the unit's work.

Ideally, the person should have proven administrative skills and be flexible and reliable. He/she should be able to prioritise various tasks, strive for quality standards, have a keen eye for detail, be resilient and able to work efficiently autonomously and sometimes simultaneously on several tasks and/or under pressure.

He/she should have well developed computer skills and willingness to learn working with several Commission-specific applications. Appropriate social skills are much appreciated.

Prior experience in administrative role is desirable. Prior work in European or international context is an advantage.

The job requires a high level of proficiency in English, both in oral and written forms. Skills in another working language of the Commission is an advantage.

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 ESTAT-HR-APPLICATIONS@ec.europa.eu indicating the call for interest reference ESTAT/LUX/2024/CA/422789 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 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.

➤ 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 II, 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 II**. 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 one year**. 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.