**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://commission.europa.eu/about-european-commission/organisational-structure/people-first-modernising-european-commission/people-first-working-european-commission_en).

**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**](https://epso.europa.eu/en/selection-procedure/how-apply) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
* [**contract agents**](https://epso.europa.eu/en/selection-procedure/how-apply) 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](https://epso.europa.eu/en/eu-careers/staff-categories#tab-0).

**Human Resource Management Officer**

**in the Office for Infrastructure and Logistics in Brussels
 European Commission**

**Job title:** Human Resource Management Officer

**Domain:** Human Resources

**Where**: Sector OIB.RPP.001 “HR Correspondent”, Brussels

**Function Group**: FG IV

**Contract Type**: 3a

**Express your interest until**: 02.08.2024 - 12.00 (noon, Brussels time)

**WE ARE**

# The Office for Infrastructure and Logistics – Brussels (OIB) is responsible for facility management of the Commission buildings in Brussels and the management of social welfare infrastructures in Brussels and at the JRC site in ISPRA. The mission of OIB is to ensure a functional, safe and comfortable workplace for Commission staff and to provide high quality support services, based on a client-oriented approach in an environmentally friendly and cost-effective way.

# The OIB.RPP.001 sector oversees strategic Human Resource management and is directly attached to OIB’s RPP Head of Department, that plays a key role in the administrative management of OIB and its staff.

**WE PROPOSE**

# As part of the HR Correspondent team, you will provide support to the management team and staff in developing and implementing an HR strategy which contributes to the fulfilment of organisation's goals. Being part of the OIB HRC team, you will be expected to act on a wide range of issues, flexibly complementing each other, backing each other up and working across areas. Your main tasks will be:

# Determine the gap between the office’s present and future workforce needs;

# Contribute in defining an HR strategy which is aligned with business goals;

# Provide input and advice in key HR decisions taken in the office;

# Contribute to the allocation of resources for the office;

# Contribute to the monitoring of selection and recruitment procedures to ensure the highest quality of new recruitments and achieve optimal efficiency of the process;

# Liaise with the management of the office, other HR Correspondents and central DG HR Units for regular meetings, feedback and to contribute to the development of new HR policies;

# Supervise the implementation of HR processes and procedures within the office in a timely, consistent and fair manner and in accordance with the established rules and principles;

# Ensure clear and adequate two-way communication with relevant stakeholders;

# Plan work, regularly review progress, provide feedback and ensure that the work of the team is contributing to the organisational objectives;

# Ensure that selection team know what is expected of them, is accountable for their projects and receive timely and appropriate feedback on their performance and the results they produce;

# Engage and treat staff fairly, foster a working environment of respect, team spirit, flexibility, openness and care.

**WE LOOK FOR**

# We are looking for a dynamic and highly motivated colleague that fits the following description:

# Required

# Professional experience of at least 5 years in the field of Human resources management

# Knowledge of the Staff Regulations / Conditions of Employment of Other Servants of the EU

# Desired

# A diploma in the field of HR Management would be an advantage

# Experience with IT tools (Outlook, Ms office such as Word, Excel, PowerPoint…)

# Personal qualities required for the position (assessed during the interview)

# Resilience, positive attitude and pro-activity

# Organisational skills, analytical mindset and synthesis skills

# Team player but capacities to work autonomously

# Client orientation, effective communication and capacity to work with confidentiality

# Languages

# French and English (B2)

# Knowledge of another EU language would be an asset

**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](https://eu-careers.europa.eu/en/job-opportunities/open-for-application). 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 OIB-VACANCIES@ec.europa.eu indicating the call for interest reference EC/2024/OIB/454405 in the subject.

**No applications will be accepted after the publication deadline.**

# ANNEX

# *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](https://eu-careers.europa.eu/en/job-opportunities/open-for-application) data base.

## Qualifications:

1. 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 EU[[1]](#footnote-1)
* AND have a satisfactory knowledge (minimum level B2)[[2]](#footnote-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 database[[3]](#footnote-3) 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 French and English and possibly in another official language.

# *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(a) of the** [Conditions of Employment of Other Servants](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501)**, in function group FG IV.** General information on Contract Agents can be found at this [link](https://epso.europa.eu/en/eu-careers/staff-categories#tab-Contract%20staff).

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](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) laying down the criteria applicable to classification in step on engagement.

For contract agents under Article 3(a) thefirst contract will be 2 years. The contract might be extended in the interest of the service. If a second extension of the contract is in the interest of the service, the contract will be for an indefinite duration.

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](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) 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.

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| 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](https://epso.europa.eu/en/eu-careers/benefits#tab-Work/Life%20Balance). |

For information related to Data Protection, please see the Specific [Privacy Statement](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3) 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.

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). [↑](#footnote-ref-1)
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). [↑](#footnote-ref-2)
3. Therefore, candidates who did not pass already a CAST on the level Function Group IV should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-3)