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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

DG Taxation and the Customs Union (TAXUD) of the European Commission

Selection reference: TAXUD/COM/2023/1252

Domain: European Public Administration

Where: Unit TAXUD.D.2 – Direct Tax Policy & Cooperation, Brussels

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

Grade: grade range: AD 5-8

Publication deadline: 12.07.2024 - 12.00 (Brussels time)

WE ARE

The mission of the Directorate-General for “Taxation and the Customs Union” (DG TAXUD) is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders.

The Directorate for “Direct Taxation, Tax Coordination, Economic Analysis and Evaluation” (TAXUD.D) provides analysis of tax policies and practices pursued by the Member States in the area of direct taxation and develops EU policy initiatives in this area as well as on administrative cooperation between Member States.

Unit D2 is one of the key policy units in the Directorate. Its mission is to develop EU policy in the field of direct taxation (including corporate as well as individual taxpayers) and administrative cooperation and to monitor the proper functioning of it. The unit is in charge of coordinating Member States' direct tax systems in areas which affect the Internal Market and of enhancing tax transparency and administrative cooperation with a view to fighting against tax fraud, evasion and avoidance. This is done by developing EU legislation and other appropriate initiatives in line with the Treaty objectives, especially the needs of the Internal Market. The unit is also in charge of following-up those initiatives and of monitor existing legislation in the Member States and in relevant non-EU countries.

In particular, we are in charge of the directive on administrative cooperation in direct taxation (Directive 2011/16/EU – DAC) and its consecutive amendments including on automatic exchange of information. This Directive is a key tool in the fight against tax evasion and in delivering fair taxation. We are responsible for preparing proposals for broadening the scope of administrative cooperation, improving its functioning and monitoring Member States' implementation. In that respect, we are also working very closely with the Organisation for Economic Cooperation and Development (OECD).

Furthermore, we are the lead service to follow international developments in the area of direct taxation with the objective of creating a fairer business tax system in terms of profit allocation and their translation of international developments into EU law. This includes amongst others the task of following and contributing to the discussions of the OECD Two-Pillar solution and the development of a new global mechanism with regard to profit allocation for the biggest multi-national enterprises (the so-called Pillar One) on the basis of a new multilateral convention. This task includes the involvement in international meetings of the G20 Finance Ministers and Central Bank Governors as well as



meetings of the OECD Task Force on Digital Economy. Our work also covers issues such as transfer pricing, withholding tax relief procedures, dispute resolution mechanisms and cooperative compliance frameworks, which includes legislative as well as non-legislative work. In terms of future developments in the field of taxation Unit D2 is also in charge of responding to new challenges like the mobility of workers.

The unit consists of two sectors and offers a challenging, open and stimulating professional environment. We have a friendly working atmosphere and encourage work across sectors and units. All members of the unit are very skilled, motivated and able to work independently in a convivial and experience-sharing spirit. The unit is very service-oriented and work is based on teamwork and cooperation. We encourage personal and professional development also by supporting the work in cross-unit project teams.

The unit applies a flexible approach with respect to work organisation within the normal constraints of the work. The unit ensures integration of newcomers through mentoring and teamwork.

WE PROPOSE

As a Temporary Agency, you would be part of the administrative cooperation sector, but also be called to contribute to the activity of other sectors in the Unit or the Directorate, to contribute to horizontal project teams as well as the European Semester exercise. A core part of the work is to ensure that administrative cooperation remains effective and fit for purpose, as it constitutes a crucial element in the global efforts to improve tax compliance – under the mandate of the G20 and through the work of the OECD and the Global Forum on Transparency and Exchange of Information for Tax Purposes (GF). This work includes the evaluation of the current rules and procedures (Directive 2011/16/EU as amended); proposing and drafting amendments to the rules when and if required; liaising closely with other services and liaising with Member States to ensure effective use and implementation of the rules.

He/she would be expected to:

- Draft EU policy documents and legislation in the field of direct tax policy; provide policy and legal advice and present ideas for new legislative initiatives.
- Negotiate, as part of a team, proposed legislation in Council and in other institutions, in particular the European Parliament and the Economic and Social Committee.
- Prepare draft working papers, briefings, speeches and other material on issues relating to direct taxation.
- Reply to questions from national administrations and Commission services on the interpretation of existing Community legislation in the field.
- Prepare, coordinate and/or attend various meetings (committees, expert groups, project groups, etc.) with EU Member States, OECD working parties, the OECD Global Forum, private sector representatives.

Overall, he/she is expected to contribute to the strategic development of the unit within the directorate. He/she will be in regular contact with other units in TAXUD as well as with other Commission services such as ECFIN, FISMA, GROW, JRC, JUST, COMP, the SJ and the SG.

WE LOOK FOR

A dynamic professional with expertise in the direct tax area and issues related to international taxation. Knowledge in the area of administrative cooperation as well as exchange of information would be an asset. Familiarity with the work of the OECD and the key international actors would be an asset too. Experience in legislative drafting and negotiations in Council would be valuable.



We look for a highly motivated colleague with a high sense of responsibility, who is able to take initiatives and who has the necessary communication skills to work effectively with the colleagues in the sector, unit and directorate as well as externally. He/she should have an excellent command of English with clear writing skills. It is important to be able to communicate ideas in a straightforward manner, work smoothly and effectively within a team and have a sense of initiative, strong motivation and a capacity of analysis and synthesis. He/she should also be able to liaise with stakeholders both within the DG, across the Commission and also outside the institutions.

Job-Related experience: at least 2 years. Previous work in the taxation policy area is essential.

HOW TO EXPRESS YOUR INTEREST?

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 TAXUD-UNIT-D2@ec.europa.eu indicating the selection reference TAXUD/COM/2024/1252 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 EU¹
- 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.

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).



➤ **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 applicants².

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.

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.

➤ **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.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st 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.