



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](#).



Project Manager - EU Policies

DG Justice and Consumers of the European Commission

Selection reference: JUST/COM/2024/2090

Domain*: EUROPEAN PUBLIC ADMINISTRATION

Where: Unit H.3 - Budget, Programmes and Financial Management, Brussels

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

Grade: AD 5-8

Publication deadline: 25.10.2024 - 12.00/noon (Brussels time)

WE ARE

The mission of Directorate-General for Justice and Consumers (DG JUST) is to uphold and strengthen the rights of people living in the European Union, wherever they are and whether they are acting as citizens, as entrepreneurs, as consumers or as workers. To achieve this, DG JUST aims to strengthen the respect of the core EU values – democracy, fundamental rights, equality and the rule of law, to deepen European cooperation in the area of justice, and to support the development of a dynamic single market for consumers, workers and businesses, contributing to European growth.

Within DG JUST, unit H3 is responsible for the sound financial and budgetary management of the Directorate-General's financial resources/programmes. It also implements horizontal activities such as the EU values centred risk management and EU values check or the development of high potential projects. The unit is composed of four sectors: (1) the Programmes sector, (2) the Grants management sector, (3) the Procurement and Indirect Management sector and the (4) Budget & Ex-ante sector.

Unit H3 is a dynamic unit of roughly 50 staff members.

WE PROPOSE

Unit H.3 is seeking to hire a Project Manager within its Grants Management sector which is responsible for the financial and operational management of projects from the signature of grant agreements to the final payment.

The successful candidate will work closely with and/or in support of the Head of sector, acting as back-up when needed. His/her tasks will notably consist of:

- the operational, financial and administrative management of grants, providing methodological guidance to beneficiaries and approving/rejecting final grant reports.
- establishing and implementing internal procedures to simplify and modernise processes in the sector.

(Reference: Selection reference JUST/COM/2024/2090)



- organising and delivering training for colleagues in the unit, external experts and other stakeholders.
- preparing contributions and coordinating replies to parliamentary questions, press inquiries and access to documents requests and for other policy or strategic documents.
- ensuring an effective coordination with the Programmes sector in the unit, including on the risk management system developed by the unit.

S/he will work in friendly and dynamic team that encourages learning and development.

WE LOOK FOR

We are looking for a dynamic colleague with at least 2 years' experience in the field of programme management. Being familiar with (some) of the Commission e-grant management tools (SYGMA, Compass...) would be an ideal asset.

The successful candidate should be able to work autonomously, have strong analytical and coordination skills. S/he should be able to simultaneously manage and coordinate different projects throughout their lifecycle. Prior experience developing new methodologies, procedures would be a plus.

Good communication skills, ability to explain complex issues in a simple manner as well to deliver presentations to different audiences are important. The position requires an excellent knowledge of English (both written and spoken); a good knowledge of French would be an advantage.



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 JUST-H3@ec.europa.eu indicating the selection reference JUST/COM/2024/2090 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. **Only candidates shortlisted 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 with a question in French.

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) 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.