



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](#).



Programme Manager

Directorate-General for Regional and Urban Policy (DG REGIO) of the European Commission

Selection reference: REGIO/COM/2024/2274

Domain: European Public Administration

Where: Unit REGIO E3 – Bulgaria, Hungary, Slovenia, Brussels

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

Grade: AD 5-7

Publication deadline: 13/11/2024 - 12.00 (Brussels time)

WE ARE

REGIO unit E3 assisting Bulgaria, Hungary and Slovenia to programme and manage their allocations under the European Regional Development, Just Transition and Cohesion Funds programmes in the most effective manner, so as to derive optional long-term benefit for all their regions and cities and thus reduce economic, social and territorial disparities.

We implement this mission in close partnership with national and regional authorities, as well as with the widest possible range of stakeholders on relevant policy and implementation issues.

Our unit counts some 25 team members and is composed of 3 Country Teams (Bulgaria, Hungary and Slovenia), each of them led by an experienced Team Leader.

WE PROPOSE

We propose a stimulating position of programme manager in REGIO E3's country team BULGARIA, with the following challenging responsibility to:

- develop and monitor sector specific and horizontal policy areas in Bulgaria, contributing to the implementation of the Recovery and Resilience Plan for Bulgaria and providing country knowledge and regional perspectives for the European Semester exercise
- ensure in partnership with the Bulgarian authorities, partners and stakeholders, the optimal implementation of several priorities under the cohesion programmes for Bulgaria, including closure of 2014-2020 programmes, the mid-term review and where needed, reprogramming, of 2021-2027 priorities
- follow policy development of thematic field(s), via regular meetings and discussions, often at your own initiative, with REGIO horizontal units/competence centres and other Commission services, as well as via participation in workshops and conferences with other partners and stakeholders, including International financial institutions like the EIB (and JASPERS) or the World Bank
- represent our unit at key meetings (Commission inter-service meetings, technical and monitoring

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committee meetings with Bulgarian counterparts), and various communication activities promoting information, communication, and visibility of European action across Bulgarian regions

- contribute to REGIO's policy work via active participation in REGIO matrices and REGIO's inclusive process to policy making, notably the Directorate's inputs to REGIO's Implementing Directors and Board meetings and the wider reflection on cohesion policy.

The exact thematic field(s) falling under your portfolio will be decided upon the needs of the team and the profile/background of the successful candidate.

WE LOOK FOR

We look for an enthusiastic, committed colleague with:

- good knowledge of cohesion policy, in particularly regarding programme implementation
- sound knowledge of the Bulgarian political and socio-economic context
- working level linguistic skills in Bulgarian (oral and written)
- a solid mix of analytical, communication and negotiation skills
- good organisational skills and the ability to prioritise between competing deadlines
- the capacity to process information rapidly
- proven track record as good team player and proactivity in liaising with colleagues and partners
- excellent English oral and written linguistic competences.

Prior experience with the Commission environment, including financial and administrative rules applicable to shared management, would be an asset.

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 agnes.monfret@ec.europa.eu indicating the selection reference **REGIO/COM/2024/2274** 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.

➤ What about the selection steps?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

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).



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 and possibly in a second official language.

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.

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.

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



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.