



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](#).



Policy Officer

DG TRADE of the European Commission

Selection reference: TRADE/COM/2024/2445

Domain: EXTERNAL RELATIONS

Where: Unit TRADE.R.1 "Resources, HR Correspondent and Planning" Brussels

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

Grade: AD5-8

Publication deadline: 12.12.2024 - 12.00 (Brussels time)

WE ARE

DG Trade defines, leads and implements the Union's trade policy, which is an EU exclusive competence.

The Unit TRADE.R.1 is responsible for human, administrative and financial resources, strategic planning & programming and Internal Control, security, business continuity, data protection, logistics and document management within DG Trade.

The Unit offers a close-knit, friendly and stimulating working environment and is composed of a dynamic and motivated team of 23 people.

WE PROPOSE

Unit TRADE.R.1 proposes a job of Policy Officer to join the 'Strategic Planning & Programming and Internal Control' team.

The successful candidate will draft, coordinate and edit DG Trade's contributions to the strategic programming policy cycle: Strategic Plan, Management Plan, Performance Indicators, Annual Activity Report and Commission Work Programme.

Additionally, s/he will liaise with other Directorates General (especially FPI/INTPA/NEAR) on projects financed via the Neighbourhood, Development and International Cooperation (NDICI) - Global Europe financial instrument and ensure the internal coordination and support for the operational units on policy development. The successful candidate will also provide input and coordinate DG Trade's contribution in relation to the preparation of the next Multiannual Financial Framework (MFF) with a view of securing an adequate financing of DG Trade's existing and future trade and investment tools.



The selected candidate will be required to act as security coordinator and deputy Local Security Officer in DG Trade, represent DG Trade in the Local Security Officers' network, act as data protection coordinator and represent DG Trade in the Data Protection Coordinators' network.

S/he will also handle business continuity matters in DG Trade and will represent DG Trade in the relevant network.

Lastly, the successful candidate will provide awareness and trainings in these areas.

WE LOOK FOR

We are looking for a dynamic, friendly and well-organised colleague capable of working as part of a team and independently. Applicants are expected to show a strong sense of initiative and responsibility, as well as a good eye for details.

The successful candidate should have excellent organisational, planning and coordination skills combined with good drafting skills. Excellent knowledge in English is essential, good command of French is also necessary. Experience in security, data protection, business continuity and/or a legal background, which is a clear advantage but not essential.

As there will be numerous contacts with staff and with people outside the Unit and the Directorate General, service orientation and communication skills are very important, as well as the willingness and ability to learn quickly.

The successful candidate will be required to undergo security vetting if s/he does not already hold security clearance at an appropriate level (EU secret), in accordance with the relevant security provisions.



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:

TRADE-AVIS-DE-VACANCES@ec.europa.eu indicating the selection reference

TRADE/COM/2024/2445 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 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.

Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ **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.**

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



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.

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.