



## **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://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](#).



# Speechwriter-Briefings Coordinator

## Directorate-General for Employment, Social Affairs and Inclusion of the European Commission

**Selection reference: EMPL/COM/2024/2266**

**Domain:** Communication

**Where:** Unit A1 - „Strategic, Legal and Interinstitutional Coordination”, Brussels

**Staff category and Function Group:** Administrator

**Grade:** AD 5-8

**Publication deadline:** 25.11.2024 - 12.00 (Brussels time)

### WE ARE

The Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL) pursues policy, legislative and financial initiatives designed to build a highly competitive social market economy in the European Union.

The European Pillar of Social Rights is the EU social strategy to ensure that the transitions to climate neutrality, digitalisation and demographic change are socially fair and just.

By implementing the Pillar, DG EMPL aims to create more and better jobs, promote skills and vocational education and training, improve the functioning of the labour markets, fight inequalities, confront poverty and social exclusion, modernise social protection systems including pensions, health and long-term care, facilitate the free movement of workers, promote workers' rights, health and safety at work, and protect against discrimination in the work place, as well as uphold the rights of persons with disabilities

The mission of Directorate EMPL.A 'European Pillar of Social Rights, Strategy' is to provide strategic, inter-institutional and legal coordination for the policy areas for which the Directorate-General is responsible and in particular for the implementation of the European Pillar of Social Rights across these policies. The Directorate is also in charge of external and internal communication, the budget, policy planning cycle and IT developments related to EMPL policies.

EMPLA1 is the Strategic, Legal and Interinstitutional Coordination Unit of Directorate-General Employment, Social Affairs and Inclusion. We are a committed and friendly team of around 25 people, working with colleagues throughout – and beyond – the Directorate-General. Unit A1 is the strategic unit of the Directorate-General. Our mission is to provide guidance and to ensure overall political, policy, legal and interinstitutional coordination. We put our experience, knowledge, skills and commitment at the service of Europe and its people in the field of Social Europe. In particular, we ensure overall policy guidance on planning and implementation of DG EMPL policy priorities, aimed at a coherent approach in line with the Directorate-General's policies, the Commissioners' mission letter and overall Commission's political priorities. We maintain the relations with all Units in the Directorate-General, the Cabinets, the Secretariat-General, other Directorates-General, the



Legal Service, the Council, the European Parliament and consultative committees for the work planning and interinstitutional coordination. We oversee the implementation of the European Pillar of Social Rights and its Action Plan and coordinate DG EMPL follow-up to the Conference on the Future of Europe

## **WE PROPOSE**

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An interesting and challenging post in the briefings team of the Unit as a Briefings Coordinator. The postholder is a team member responsible for overall coordination and/or drafting briefing materials for the (Deputy) Director General, Commissioners, Executive-Vice-Presidents, and President, with a view to ensuring the highest possible quality. This involves overseeing key messages on policies, quality control of the outputs, liaise with units and directorates to ensure consistency and updated narratives, coordinating preparatory work for relevant meetings in close collaboration with DG EMPL services and beyond. The post also involves attending meetings as note taker at Directorate-General and Cabinet levels. Together with the hierarchy, s/he ensures sound management of the briefing process and deliverables as well as proposes and implements new solutions aiming at increasing efficiency and quality.

## **WE LOOK FOR**

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We are looking for a dynamic candidate with a talent for coordination and clear writing. Track record in preparing briefing materials for hierarchy and in interactions with the political level of the Commission, other institutions and external stakeholders is an asset. S/he should be able to apply sound political and analytical judgement to choose appropriate messages and means. S/he should be at ease in a fast-moving environment where a quick reaction to new priorities and an eye for detail is part of the daily work. S/he must be able to work independently as well as liaise closely with colleagues, pooling skills and ideas and sharing knowledge. Basic knowledge on relevant employment and social policy files, especially those of a high political relevance, is required, and broader knowledge in this field would be an asset. Excellent English and good French skills are required. Knowledge of other languages would be an advantage.



## **HOW TO EXPRESS YOUR INTEREST?**

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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 [EMPL-A1-UNIT@ec.europa.eu](mailto:EMPL-A1-UNIT@ec.europa.eu) indicating the selection reference **EMPL/COM/2024/2266** 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 EU<sup>1</sup>
- 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.

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<sup>1</sup> 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 applicants<sup>2</sup>.

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.

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



The duration of the **1<sup>st</sup> 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.