



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](#).



Administrative Agent

Directorate-General for Research and Innovation (DG RTD) of the European Commission

Selection reference: RTD/COM/2024/2337

Domain: Science & Research

Where: Unit RTD.E.2 – “Valorisation Policies & IPR”, Brussels

Staff category and Function Group: Temporary agent 2b/2d – Administrative Agent

Grade: SC1-SC2

Publication deadline: 13.12.2024 - 12.00 (Brussels time)

WE ARE

The 'Prosperity' directorate defines and implements Research and Innovation policy and investments to transform European society and industry. Our vision is to achieve a circular and regenerative EU industry for a prosperous, fair and healthy society. Industry in the EU provides one out of five jobs. We see it as the engine of a resilient, healthy and prosperous society. R&I on new, green and digital technologies and their valorisation can ease people's lives; enable us to tackle environmental threats such as pollution and climate change; increase inclusiveness and job satisfaction by removing repetitive or arduous tasks; and help us to prevent and mitigate setbacks while building a better future.

We, in 'Valorisation Policies & IPR' unit, develop and design, jointly with the Member States and variety of stakeholders, policies and initiatives making research results work for society. We act as DG R&I contact point for intellectual property and standardisation in research and innovation policy. As a key element of European Research Area (ERA), we implement European Guiding Principles for Knowledge Valorisation and provide practical guidance for all R&I actors in the form of Codes of Practice on intellectual asset management, standardisation, industry – academia co-operation and citizens engagement.

We create, in collaboration with stakeholders, an intellectual asset management strategy for European R&I that ensures efficient knowledge flow and uptake of research outputs for improving European competitiveness. We engage with Member States, universities and RTOs, industry, citizens and local communities and all R&I actors to promote innovation. We foster science-industry interaction for improved knowledge and skills sharing. We identify and implement policy experiments to test and spread best practices on knowledge valorisation across Europe. The unit runs the annual Knowledge Valorisation event, which showcases best practice measures and policies for turning research results into innovations. We also maintain the Knowledge Valorisation platform which promotes peer-learning and provides a space for stakeholders to share their practices.



WE PROPOSE

An interesting administrative agent position in the secretariat of a dynamic unit. The unit is composed of a multidisciplinary, highly motivated team with a very good and cooperative working atmosphere, enabling everyone to give his/her best within a high-performing team. The colleague will have a range of tasks and functions within the core activities of the unit:

- providing daily administrative support through dedicated EC tools for the efficient functioning of the unit e.g. task allocation, deadline tracking, handling of stakeholder correspondence and functional mailboxes
- acting as a contact point for the Unit's outreach and communication activities on knowledge valorisation including organisation of events e.g. annual European Knowledge Valorisation conference, promotion of awareness raising campaigns, stakeholder consultations etc.
- supporting the unit's policy teams in collecting and analysing information and assisting in developing and implementing collaborative platforms with stakeholders
- supporting the preparation of editorial and audio-visual material to the unit's internal and external communication and knowledge sharing initiatives including for newsletters.

WE LOOK FOR

We look for an experienced, highly motivated and well-organised colleague who enjoys teamwork. We expect the new colleague to:

- have very good oral and written communication skills, in particular in English
- work effectively with colleagues across the organisation and at all levels
- contribute on various core activities of the unit and deliver quality work
- demonstrate sound judgement and an ability to identify potential issues and propose solutions.

Experience in the Commission's decision-making procedures, the formulation, implementation and monitoring of policy initiatives, research and innovation programmes would be an asset.

Knowledge and experience with collaborative platform administration on implementing IT-based platforms/networks and outreach activities such as stakeholder engagement will be an asset. The ideal candidate should have good knowledge of administrative procedures and informatics tools (e.g. Word, Excel, Outlook, Ares, MIPS, PowerPoint, etc.). Languages: excellent knowledge of EN, FR 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 RTD-E2-CA-APPLICATIONS@ec.europa.eu indicating the selection reference **RTD/COM/2024/2337** 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.

➤ **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 AST/SC.**

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.