



## **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](#).



# Policy officer

## DG for Taxation and Customs Union of the European Commission

**Selection reference:** TAXUD/COM/2024/2154

**Domain:** European Public administration (Customs and Taxation)

**Where:** Unit B5 – “Customs Tariff”, Brussels

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

**Grade:** AD 5-8

**Publication deadline:** 02.12.2024 - 12.00 (Brussels time)

### WE ARE

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The Directorate General for Taxation & Customs Union's (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders.

The mission of Directorate B is to lead the strategy, planning and design of the digital agenda for EU taxation and customs policies, implement customs tariffs policies and contribute to launching the new Carbon Border Adjustment Mechanism (CBAM) in the context of the Green Deal. The Directorate is also engaged in the negotiation of the Customs Reform proposal.

Within Directorate TAXUD.B, Unit B.5 "Customs Tariff" is a dynamic and motivated team of 45 people that coordinates an interesting and diverse set of activities: the management of the Common Customs Tariff - the cornerstone of the Customs Union - the implementation of tariff-related EU policy such as agricultural, industrial, or commercial policies, as well as the legislative action on autonomous tariff suspensions, quotas and duty reliefs. The Unit is also managing EU-wide databases related to the above, used by Member States and economic operators in their daily operations.

### WE PROPOSE

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Unit B5 of DG TAXUD is looking for a proactive Policy Officer to provide high-level expertise and advice to the unit activities in the area of tariff quota management and tariff quota legislation. He/she will manage the QUOTA database in the team dealing with the monitoring, coordination and supervision of tariff-related activities in this area. The key role on a daily basis is to analyse and treat the quota drawing requests sent by the EU Member States and to liaise with them in order to



ensure correct and uniform application of the Common Customs Tariff. He/she will ensure coordination with internal database (TARIC), as well as with the other teams in the Unit.

He/she will be responsible for the drafting of quota-related legislation (implementing legislation) and for the integration of any quota-related legislation in the QUOTA database.

Regular contacts with EU internal (Commission services) stakeholders (AGRI, TRADE, MARE) are also an important part of the daily work.

The post demands a high level of professionalism as well as a substantial background in the area of tariff matters and customs processes. All the tasks are to be carried out in an independent way, in close cooperation with the rest of the team under the supervision of the Head and Deputy Head of Unit.

## **WE LOOK FOR**

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A well-organised, highly motivated and experienced candidate with a solid background in Customs, notably in the area of customs tariffs and customs processes. He/she should be able to demonstrate excellent knowledge of the relevant legislation (UCC “Union Customs Code”), WTO (World Trade Organisation), Preferential Agreements, FTAs (Free Trade Agreements), as well as of the tariff quota management rules. He/she should demonstrate excellent drafting skills (draft measures, working documents, notes and similar) as well as a high level of resilience to face heavy and complex tariff legislation. Excellent knowledge of English is essential: good command of French is also necessary. A Customs background is essential.

## **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 [TAXUD-UNIT-B5@ec.europa.eu](mailto:TAXUD-UNIT-B5@ec.europa.eu) indicating the selection reference **TAXUD/COM/2024/2154** 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 B1) 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.