



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

in DG CLIMA of the European Commission

Job title: Administrative Support Agent to the units

Domain: European Public Administration

Where: DG CLIMA.E1 – “Adaptation & Resilience to Climate Change”, Brussels

Function Group: FG II

Contract Type: 3b

Express your interest until: 10.12.2024 - 18.00 (Brussels time)

WE ARE

The **Directorate-General for Climate Action (DG CLIMA)** leads the European Commission's efforts to fight climate change at EU and international level. Its key mission is to formulate and implement EU climate policies and strategies, so that the EU can turn into the first climate-neutral and climate resilient continent by 2050.

The fight against climate change is a key pillar of the European Green Deal and the defining challenge of our times. DG CLIMA leads the European Commission's efforts to make the EU climate-neutral by 2050, and to adapt to the impacts of climate change that have now become unavoidable. Its work has high visibility within the Commission, Europe and internationally.

Within DG CLIMA, our **unit E1** is responsible for EU policy on adaptation and resilience to climate change and for the EU Mission on Adaptation to Climate Change. We are a committed and motivated team.

On the one hand, we focus on implementing the EU Strategy on Adaptation to Climate Change. This work covers all areas of climate adaptation, such as developing and implementing the Horizon Europe Mission on Adaptation; mainstreaming adaptation into other EU policies and the Multi-Annual Financial Framework; developing finance, insurance and risk transfer mechanisms for adaptation; standardisation and climate proofing of infrastructure; and using the LIFE funding programme for adaptation.

On the other hand, the EU Climate Adaptation Mission is run from the Mission Secretariat, which is composed of a number of DG CLIMA E1 colleagues and colleagues from DG RTD. The Mission was launched to support regional and local authorities in the EU in becoming climate resilient. This means helping them on their journey from their climate risk assessment, to the drafting of a climate resilience plan, to the identification of the necessary adaptation projects, all whilst engaging stakeholders, up to the identification of financing for these projects.

Financing of climate adaptation projects is considered as a serious challenge (even more than mitigation projects) and is indicated by the regional and local authorities active in the Mission as a



significant barrier to becoming resilient.

WE PROPOSE

We propose a dynamic job in a team of motivated colleagues working in an area of direct relevance to EU citizens. You will work closely with all the three units in Directorate C. You will handle in particular the administrative work related to the organisation of meetings (AGM, TEAMS, WEBEX, CARES, etc.) and contribute to other administrative tasks (ARES, Basis, MIPS+, etc.) in liaison with other colleagues in the units.

WE LOOK FOR

We are looking for a highly motivated colleague and dynamic colleague with the following competencies:

- Sense of initiative, team player and can work autonomously;
- Very good organizational skills, in particular ability to set up meetings in physical and virtual format;
- Good communication and interpersonal skills;
- Command of the Commission's administrative and meeting tools (ARES, Basis, AGM, WEBEX, TEAMS, CARES, MIPS+, etc.) would be an advantage. Very good command of English is required.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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 CLIMA-E01-ARES@ec.europa.eu indicating the call for interest reference EC/2024/CLIMA/277387 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² 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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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.

³ Therefore, candidates who did not pass already a CAST on the level Function Group [II], should register their profile at this [address](#).



2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG II**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 year**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

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\(2017\)6760](#) on policies for the engagement and use of contract 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.