



## **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, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

### **We recruit from a wide range of backgrounds and actively promote diversity and inclusion:**

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden<sup>1</sup>. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

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 offers non-permanent positions.. 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](#)

---

<sup>1</sup> Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



# Administrative Agent – Social Climate Fund

in DG CLIMA of the European Commission

**Job title:** Administrative Agent – Social Climate Fund

**Domain:** Climate, environment and natural resources

**Where:** Unit CLIMA.B.1. – ETS: Policy Coordination, International Carbon Markets, Brussels

**Function Group:** FG II

**Contract Type:** 3b

**Express your interest until:** 17/01/2025 - 18.00 (Brussels time)

## WE ARE

---

Unit CLIMA.B1 is responsible for the development and proper functioning of the EU's carbon market, the EU Emissions Trading System (ETS). The unit ensures the ETS's strategic development to achieve cost-effective greenhouse gases emission reductions and to continue to be a cornerstone of European climate policy. The unit is tasked with the strengthening and extending emissions trading in the EU, but also with its spread globally, through linking agreements and cooperation on carbon markets with third countries.

Unit B1 is also responsible for the implementation of the new Emissions Trading System for buildings, road transport and additional sectors (ETS2) and the associated nearly € 87 billion Social Climate Fund, which will be funded largely from ETS2 revenues and will address its social impacts to contribute to a socially fair transition towards climate neutrality.

The four units in Directorate B collaborate closely given the shared objective of a well-functioning and robust ETS. The other mission of the Directorate is to promote clean mobility, including CO2 standards for road transport, policies for the decarbonisation of all modes of transport and the international aspects of low-carbon mobility issues.

Unit B1 is a highly motivated team of around 25 multi-discipline professionals, covering diverse disciplines including law, economics, political science, engineering and other scientific backgrounds. We work in close collaboration with other CLIMA units, DGs, Member States in the Council and in specific committees and groups, with the European Parliament, and with a wide array of stakeholders.

DG CLIMA offices are currently in BREY II building.



## **WE PROPOSE**

---

In view of the imminent implementation of the Social Climate Fund, we propose a position for a motivated administrative assistant to join our growing and very motivated team working in a positive atmosphere to ensure the funds are spent in the best possible way for vulnerable groups throughout the EU.

The successful candidate will contribute to the management of the Social Climate Fund. She/he will primarily provide administrative and secretarial support for the Social Climate Fund Task Force of around 20 members. This implies regular contacts with other units and DGs, in particular DG EMPL who co-lead the SCF implementation with DG CLIMA and with national authorities and stakeholders. He/she will in particular support the preparation of negotiation and monitoring meetings and missions. This includes also the management of documents and correspondence, the management of Inter-Service Consultations and there may also be some recruitment procedures.

Together with the two other administrative assistants of the unit, the job holder will act as back up to support the other administrative assistants and contribute to the smooth running of the rest of the unit. This includes the management of documents and correspondence, organisation of meetings and missions, the management of Inter-Service Consultations, as well as administrative and secretarial support to the Head of Unit.

## **WE LOOK FOR**

We look for a team player with a very good ability to ensure an effective unit administration. He/she should be well-organised and responsible, with a very good sense of initiative, looking for an interesting job as administrative assistant.

A very good command of English are essential. Knowledge of German and of the Commission's administrative IT tools would be a plus. Practical knowledge of the internal decision-making process in the Commission and of managing EU Funds would also be an asset.

The person should be able to work autonomously and as part of a larger team. Working sometimes to tight deadlines should not pose a problem.

Excellent interpersonal skills and the ability to maintain and develop good relations with colleagues inside and outside the unit will be essential. Oral and written communication skills are also essential.



## **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. completed application form.Please send these documents by the publication deadline to [Mette.Quinn@ec.europa.eu](mailto:Mette.Quinn@ec.europa.eu) with on copy [Patricia.cocle@ec.europa.eu](mailto:Patricia.cocle@ec.europa.eu) indicating the call for interest reference EC/2024/CLIMA/461931 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 EU<sup>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

#### ➤ What about the selection steps?

The selecting unit chooses from the EPSO database<sup>4</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

---

<sup>2</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).

<sup>3</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



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.

## **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.

---

<sup>4</sup> Therefore, candidates who did not pass already a CAST on the level Function Group [II], should register their profile at this [address](#).



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.