



## **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](#).



# Secretary

## in DG Employment, Social Affairs and Inclusion

### European Commission

**Job title\*:** Secretary

**Domain\*\*:** EMPLOYMENT (EU/national/regional level)

**Where:** Unit C5 – “Romania, Bulgaria”

**Function Group:** FG II

**Contract Type:** 3b

**Express your interest until:** 16-12-2024 - 12.00 (Noon, Brussels time)

#### WE ARE

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We are the Unit EMPL.C.5, in charge of the implementation of the European Social Funds+ and of the European Semester for Romania and Bulgaria. Our team comprises diverse nationalities, not only BG or RO, and is composed of 14 members, who enjoy working together very much, in a nice and friendly atmosphere with a strong team spirit.

[Unit EMPL.C.5 has the responsibility to negotiate and follow up the implementation of national ESF+ programmes, in close cooperation with the national managing authorities (shared management) and to contribute with annual exercise of the European Semester. The aim of these programmes is to improve, in Bulgaria and Romania, the employment and social conditions of their citizens, notably the most vulnerable ones, and to complement the national reforms undertaken in these countries through the Recovery and Resilience Funds (RRF) and the investments of the national and regional programmes implemented through the European Regional Development Funds (ERDF). We thus work in close cooperation with DGs REGIO, ECFIN, REFORM and RECOVER.

#### WE PROPOSE

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We propose a post a Secretary in charge of the smooth administrative running of the unit and of the administrative support to be provided the Head of Unit and the members of the unit. This implies notably to:

- Provide assistance to the Head of Unit in the management of the service and ensure a specific administrative support to the Bulgarian team (preparation of meetings, data support, etc.). Consolidate and distribute unit's work schedule and ensure appointment, documentation and follow up the unit internal meetings.
- Manage information and procedures on missions, holidays, leave and absence records and similar personnel administration formalities. Ensure that the unit's needs in terms of space, infrastructure (including telephone and informatics), office supplies, inventoried goods are met. Provide support for the organisation, budgetary requests and reporting of meetings, including reservation of rooms, checking / sending agenda, compilation of handouts,



reception and security arrangements and follow-up of minutes.

- Record and route incoming correspondence and requests addressed to the unit (briefings, interservice consultations, parliamentary questions, mails of citizens), finalise and transmit outgoing correspondence and documents.

## **WE LOOK FOR**

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We are looking for a motivated and committed colleague who would be interested in joining a dynamic and enthusiastic team and in providing us the administrative support we need in our daily work. This post is key for the smooth functioning of the unit and for the efficient work of the Head of Unit (HoU) and Deputy HoU. The function of Secretary is central within the team and duly appreciated and recognised by all members of the unit, starting with the HoU.

The ideal profile for the job is a person who has a degree attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education. Previous experience in administrative support or in the area of structural funds, or in the policies of DG EMPL, would be highly appreciated. Oral and written communication skills in English and French are an asset, RO or BG language would be appreciated but are not compulsory. A proactive attitude, a good team spirit and a positive mind, the capacity to quickly learn, a good sense of organisation and planification, a structured reasoning, the capacity to work well with others, to communicate clearly and to interact positively with external stakeholders are necessary. A high sense of discretion and confidentiality is a prerequisite.

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

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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 [EMPL-C5-UNIT@ec.europa.eu](mailto:EMPL-C5-UNIT@ec.europa.eu) indicating the call for interest reference EC-2024-EMPL-406553 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>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</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>3</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

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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).

<sup>2</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.

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<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group **[III]**, 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.

### ➤ 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.

