



## **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](#).



# **Programme Manager - EU Policies – Social Climate Fund**

## **DG Employment, Social Affairs and Inclusion**

### **European Commission**

**Job title: Programme Management Officer**

**Domain: European Public Administration**

**Where: Brussels**

**Function Group: IV**

**Contract Type: 3b**

**Express your interest until: 17.01.2025- 12.00 (noon, Brussels time)**

#### **WE ARE**

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#### **a) Directorate General Employment, Social Affairs and Inclusion (DG EMPL)**

The Directorate-General for Employment, Social Affairs, and Inclusion (DG EMPL) is a department within the European Commission. The main goals of the directorate-general are to: (1) Promote job creation and ensure better job quality, with a focus on youth employment and the challenges posed by the changing world of work. (2) Strengthen social protection systems, with a focus on ensuring that all EU citizens have access to quality, affordable, and inclusive social services and (3) Enhance the EU's social dimension, including the promotion of social rights, social dialogue, and the fight against poverty and social exclusion. By pursuing these goals, DG EMPL aims to create a more inclusive and equitable society in the European Union, where all citizens can access quality employment, effective skills, social protection, and social services.

#### **b) Geographical Units within DG EMPL**

The mission of the Geographical Units within DG EMPL is to contribute to attaining the aims and objectives contained in the European Pillar of Social Rights, to support fair green and digital transitions as well as to contribute to enhanced economic and social resilience in the Member States of the European Union. In particular, it promotes efficient and inclusive labour markets and social protection systems as well as supports skills development, the fight against (child) poverty, accessible social services and healthcare. To this effect, Geographical Units rely on the European semester process and the funds in the remit of DG Employment.



The Units ensure, in close cooperation with the Member States and stakeholders (such as the social partners, civil society organizations, etc.), the efficient and effective programming and implementation of the European Social Fund Plus (2021-2027) and the European Social Fund, the Youth Employment Initiative, the European Fund for the Most Deprived (2014-2020) and the Social Climate Fund 2026-2032. It coordinates these funds with other European funding streams, including the Recovery and Resilience Facility and the European Regional Development Fund.

The Social Climate Fund will in 2026 start implementation in Member States. In view of this, Member States will submit Social Climate Plans in the course of 2025. To make this a success 14 posts will become available for geographical units. These posts will be distributed over 9 geographical units in the DG, with either one or two posts per unit.. Two additional posts, also covered in this call, will be placed in unit C5 Romania, Bulgaria and unit D5 Finland, Latvia, Lithuania, Estonia. The persons recruited on these posts will be reallocated to the DAC (audit) in the course of the second half of 2026.

- **WE PROPOSE**

This call for expression of interest aims at recruiting 14 Contract Agents. The successful candidates will contribute to the negotiation of Social Climate Plans submitted by the Member State(s) of the European Union and the management of the Social Climate Fund. They will be in charge and provide policy steering to one or more Member States in their Social Climate Fund preparation phase and for horizontal area(s) of expertise in the fields of energy and transport poverty as well as general and specific impact of the implementation of the EU Emissions Trading System 2 on vulnerable households, transport users and micro-enterprises. They will contribute to the units' analysis for the preparation and negotiation of the Plan (s) and monitoring of policy and political developments in these areas in the Member State(s) as well as the progress in the implementation of the Social Climate Plan(s). The jobholder will have regular contacts with the national authorities and other stakeholders, prepare negotiation and monitoring meetings and travel on regular missions to the Member State(s).

The job holder will work on a large variety of tasks aiming at:

- Providing policy analysis on the themes above, in particular in relation to the Social Climate Fund and the Social Climate Plans, including an assessment of proposed costing estimates.
- Coordinating with other services at policy and technical level and producing reports to the attention of other institutions, as well as developing and contributing to the various studies undertaken by the Commission in the areas above.
- Providing guidance to Member State(s) in relation to their Social Climate Plan(s) on the implementation, procedures, evaluation, and reporting.
- Providing contributions to briefing requests and replies to Parliamentary questions related to the Social Climate Fund and the coordination with other funds supported programmes.
- Assisting in the representation of DG EMPL in internal and external meetings with stakeholders, as well as EU inter-institutional relations.
- Checking the delivery by Member States of “milestones” and “targets” and taking the necessary administrative steps towards payments.



## WE LOOK FOR

We are looking for highly motivated candidates, results-oriented and proactive. They should have confirmed strong analytical skills and a solid understanding of EU funding instruments, preferably through work experience at project, programme or EU level. Good relevant policy knowledge is also required for this position. Experience and knowledge about EU level policy developments in the areas of climate action, energy and transport poverty are strong assets.

The future colleagues are expected to have good organisation skills, a good sense of initiative and responsibility as well as strong social and diplomatic skills. They must be good team players, be able to quickly identify key issues and deliver quality outputs. Good drafting skills in English are necessary.

## 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-SCF-VACANCIES@ec.europa.eu** indicating the call for interest reference EC-2024-EMPL-466351 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 education which corresponds to completed university studies of at least three 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.

##### 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>).

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



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.

Pre-selected candidates may receive a job offer within 6 months following the end of the selection.

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 IV**. 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.