



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](#).



Policy officer

in the Office for Infrastructure and Logistics in Brussels

European Commission

Job title: Policy Officer

Domain: BUILDINGS and SUPPLIES (incl logistics)

Where: OIB.RE, Department of Real Estate management, Brussels

Function Group: FG IV

Contract Type: 3a

Express your interest until: 18.12.2024 - 12.00 (noon, Brussels time)

WE ARE

OIB's mission is to ensure a functional, safe, and comfortable workplace for Commission staff and to provide high quality support services, based on a client-oriented approach in an environmentally friendly and cost-effective way.

Within OIB, the Real Estate Department (OIB.RE) is responsible for the implementation of the Commission's building policy and the management of its building stock in Brussels.

It is composed of 1 cross-cutting sector and a small IT team reporting directly to the Head of Department as well as 3 operational units, namely:

- OIB.RE.1: responsible for implementation of the building policy, management of office space and building projects.
- OIB.RE.2: responsible for the facility management of buildings and technical installations.
- OIB.RE.3: responsible for energy, EMAS and logistic support.

WE PROPOSE

As a consultant to the Head of Department, you will focus on real estate policies, advising on the development and implementation of departmental objectives, and coordinating initiatives across various units within the Department/OIB. Your main tasks will be to:

- Determine the gap between current practices and departmental objectives to ensure alignment with organisational goals.
- Contribute to defining the RE Department's objectives and policies to ensure they align with the broader goals of the OIB.
- Provide input and advice in key real estate policy decisions to support the Head of Department.
- Follow up on implementing decisions and policies, ensuring regular progress reviews and timely completion of key initiatives.
- Liaise with various units within the Department/OIB, other Commission services, and external stakeholders to establish effective communication channels, contribute to regular updates and ensure seamless coordination across the department.
- Ensure real estate policies are aligned with the Office's mission and departmental objectives.
- Supervise the preparation and quality of policy files for the Head of Department, ensuring they are accurate, ready, and aligned with established rules and principles.
- Coordinate multi-unit initiatives, regularly reviewing progress, providing feedback, and ensuring the work contributes to the organisational objectives.



- Build a strong understanding of real estate knowledge to enhance the quality of advice and decision-making.
- Ensure the HR strategy supports the Department's objectives, optimising the allocation and use of talent.

WE LOOK FOR

We are looking for a dynamic and analytical colleague that fits the following description:

1. Required

- A level of higher education in the field of Business Administration or similar
- Professional experience of at least 3 years in the field of policy making and its implementation

2. Desired

- Past experience or knowledge of the "Real Estate" domain would be an advantage
- Experience with IT tools (Outlook, Ms office such as Word, Excel, PowerPoint...)

3. Personal qualities required for the position (assessed during the interview)

- Analytical mindset, advanced coordination and communication skills
- Resilience, positive attitude, and pro-activity
- Team player with capacities to work autonomously
- Client orientation, effective communication and capacity to work with confidentiality

4. Languages: Good knowledge of French and / or English would be an advantage

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 OIB-VACANCIES@ec.europa.eu indicating the call for interest reference EC/OIB/2024/462058 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:

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 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://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.

³ Therefore, candidates who did not pass already a CAST on the corresponding level Function Group, 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(a) 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 first contract will be 2 years. The contract may be renewed in the interest of the service for a fixed period. If a second renewal is in the interest of the service, the contract will be for an indefinite duration.

The duration of the renewal(s) 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.

The selected candidate shall serve 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.