



## **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. 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](#)



# Human Resources Assistant

## Strategic Workforce Planning

### in DG HR of the European Commission

**Job title** Human Resources (HR) Assistant

**Domain:** Workforce analysis and planning

**Where:** Unit HR.A.1 – “Workforce Foresight“, Brussels

**Function Group:** FG III

**Contract Type:** 3b

**Express your interest until:** 08.01.2025 - 12.00 (noon, Brussels time)

#### **WE ARE**

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The Human Resources and Security Directorate General (DG HR) oversees recruitment policy, training and career management, social policies and working conditions for Commission staff. It is also responsible for keeping buildings and employees safe and secure, making sure that work continues during crises and dealing with online security.

Unit HR.A1 - **Workforce Foresight** was created in February 2022 and our mission covers the following areas:

**Strategic Workforce Planning (SWP)** – preparing the European Commission workforce for future challenges, by designing strategies and policy solutions that optimize our workforce potential, while aligning it with organizational goals. To this aim, we support the development, implementation and monitoring of a continuous Commission-wide workforce plan. This entails analyzing our current workforce and future needs, primarily in terms of job profiles, short- and longer-term skills needs, projected staff changes, impact of emerging technologies etc. In doing so, we utilize and develop innovative approaches and methodologies, backed by the latest advancements and best practices in the field, while keeping in mind the broader organizational goals.

**Geographical Balance** - establishing a geographically balanced workforce in the European Commission (EC), i.e., the workforce where all EU nationalities are appropriately represented. The Commission aims to remain an employer of choice for diverse and high-quality talents from across all Member States and backgrounds. Joint action plans to improve geographical balance across different categories of Commission staff have been finalized in collaboration with the under-represented Member States and the implementation of measures contained therein is ongoing. The unit is responsible for designing the assessment methodology for evaluating the efficiency of implemented measures and is contributing to the preparation of the legal framework that would enable the implementation of additional and more targeted measures to address the observed



imbalance between nationalities. Regarding the soft measures, DG HR and HR.A1 are supporting measures implemented by Member States, e.g. by helping with communication and outreach activities targeting potential applicants.

## **WE PROPOSE**

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### **Responsibilities/Opportunities:**

If you work with us, you will...

- Support the analysis of the European Commission workforce, inter alia, by investigating skills needed for different job profiles in order to respond to future challenges and meet our strategic objectives.
- Investigate the importance of AI and new technologies for future job profiles/skills.
- Together with the team, propose policy solutions based on research and data analysis.
- Collaborate with HR professionals in Commission's DGs, as well as internal teams in HR such as Data & Analytics, Learning & Development, Recruitment etc.
- Participate and contribute to discussions on strategic workforce planning with external stakeholders, including other EU institutions and organizations.
- Present insights and findings to a variety of stakeholders, including the DG HR management team.
- Draft communications, briefings and other policy papers.
- Contribute to the discussions on geographical balance and work with Member States and other stakeholders to support establishing the geographically balanced EC workforce.

## **WE LOOK FOR**

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We are looking for a motivated candidate able to actively contribute to the Unit's strategic work, and who will as part of the team think conceptually and strategically, analyze data and information, draw conclusions, suggest policy options, communicate clearly and contribute to drafting policy documents and reports.

The candidate will help identify the needs for a more flexible workforce while monitoring developments as regards the geographical balance of the Member States in the EC workforce, taking into account political sensitivities attached to the topic. The chosen candidate will learn how the Commission operates internally, and how it collaborates with other EU institutions and stakeholders.

We look for a candidate with:

- At least 2 years of relevant working experience, preferably in the field of human resources and/or strategic workforce planning.
- Critical and conceptual thinking and problem-solving skills.



- Proficient in data analysis and interpretation, with high level of digital skills.
- Excellent communication skills and ability to present information coherently and convincingly, both orally and in written.
- Strong teamwork skills.
- Demonstrates ownership and can work independently on key projects and deliver high-quality results.
- Ability to learn quickly and adapt to new information and situations.
- Genuine interest in future trends in the field of human resources and strategic workforce planning.

## **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. completed application form.Please send these documents by the publication deadline to [HR-MAIL-A1@ec.europa.eu](mailto:HR-MAIL-A1@ec.europa.eu)
3. indicating the call for interest reference EC/2024/HR/410898 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://europa.eu/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 III 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.

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 III**. 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.