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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](#).



Team Leader – Employment Committee (EMCO) support team

**DG EMPLOYMENT, Social Affairs and Inclusion of the
European Commission**

Selection reference: EMPL/COM/2024/2250

Domain: EMPLOYMENT

Where: Unit EMPL.F.1 European Semester, EMCO

Staff category and Function Group: Temporary agent 2b - Administrator

Grade: AD 5-8

Publication deadline: 07.01.2025 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL) pursues policy, legislative and financial initiatives designed to build a highly competitive social market economy in the European Union. The European Pillar of Social Rights is the EU social strategy to ensure that the transitions to climate neutrality, digitalisation and demographic change are socially fair and just. By implementing the Pillar, DG EMPL aims to create more and better jobs, promote skills and vocational education and training, improve the functioning of the labour markets, fight inequalities, confront poverty and social exclusion, modernise social protection systems including pensions, health and long-term care, facilitate the free movement of workers, promote workers' rights, health and safety at work, and protect against discrimination in the work place, as well as uphold the rights of persons with disabilities.

The mission of Directorate EMPL.F is to contribute to sustainable and inclusive economic growth, employment and social outcomes in the EU and the euro area. It steers and coordinates the European Semester activities of the DG and the representation in the Commission in the Employment Committee and its sub-groups. It provides analysis of employment and social trends and contributes to the formulation of policy advice, including on the fair green and digital transitions, and to the implementation of the EU research & innovation programme. It is also responsible for the implementation and monitoring of funds supporting employment, skills and social activities in Greece and Cyprus and contributes to their reform agenda under the Semester.

The mission of Unit EMPL.F.1 is to contribute to better employment and social outcomes in the European Union by providing high-quality input to economic, employment and social policy coordination in the context of the European Semester, in which the governance of the European Pillar of Social Rights and the Employment Guidelines are embedded. The Unit leads the strategic reflections on the design of economic governance frameworks and monitoring tools, including the Social Convergence Framework (SCF), the EU headline and national employment, skills and social



targets by 2030, the Social Scoreboard. It provides input to the work related to the Recovery and Resilience Facility. The unit supports the Commission representation to the Employment Committee and its subgroups (Indicators Group and Policy Analysis Group) and provides the Secretariat to the Committee. It is in charge of the structured dialogue on European Semester governance with social partners, civil society and other external stakeholders.

WE PROPOSE

The successful candidate will have a central role in coordinating and steering the work of the Employment Committee (EMCO). It is a position with important coordination responsibilities within the team and the DG and requiring bridging between the Commission and the Council. The successful candidate should be able to produce high-quality output, also within a short time frame, have excellent coordination, planning, negotiation, communication and drafting skills, and be able to motivate others to reach objectives in a cooperative manner, also under time pressure. The main areas of responsibility of the candidate would be: (1) coordination of the work of the EMCO support team in the Unit, including in relation to the Committee work programme, calendar of the meetings, and budgetary planning; (2) drafting and coordination of Secretariat notes to EMCO, including the preparation of Opinions and Council Conclusions falling in the Committee remit; (3) coordination of Commission services' inputs to the EMCO meetings; (4) support to the EMCO Chair in the handling of the Committees, and in his/her external communication on the EMCO work (including via preparation of briefings and presentations for the Chair); (5) closely cooperating with the Social Protection Committee (SPC) Secretariat on topics of joint competence and acting as the interface for EMCO towards the Secretariats of other Council Committees (in particular Economic and Financial Affairs (ECOFIN) and Education (EDUC)); (6) interacting with the Presidency and Council Secretariat where needed in relation to the EMCO work; (7) coordinating inputs/directly contributing to briefings, European Parliament (EP) questions, European Economic and Social Committee (EESC) Opinions related to the EMCO work.

WE LOOK FOR

Unit EMPL.F.1 is looking for a dynamic, proactive and motivated colleague as Team Leader for the Employment Committee (EMCO) support team. The post requires excellent coordination and planning skills, a proved ability to organise processes, and negotiation skills. She/he also needs to have an excellent understanding of policy relevance and political sensitivity, and proved knowledge and understanding of economics and economic policies, notably in the labour market and social domains. A prior experience in Committees' secretariats is considered as a distinct advantage. The post also requires very strong skills in handling interpersonal relationships, within the EMCO support team in the unit, with colleagues in the DG and beyond that provide inputs to the Committees, as well as with the Chair and the national delegates, the Presidency and the Council Secretariat. Knowledge and understanding of interinstitutional processes is required. Knowledge of economic policy coordination in the European Semester is required as representing the core of the EMCO activities; prior experience of European Semester work is considered as an advantage. In addition, the colleague will need excellent drafting skills in English and a sense of initiative in combination with self-motivation and capacity to work autonomously and motivate others to reach objectives.



HOW TO EXPRESS YOUR INTEREST?

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-F1-UNIT@ec.europa.eu indicating the selection reference [EMPL/COM/2024/2250](#) 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 temporary 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 post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 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. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) 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).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase 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 supply documentary evidence in support of the statements made in their application.

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**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. 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\(2013\)9049](#) on policies for the engagement and use of temporary 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.