



## **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<sup>1</sup>. 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.

## 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](#)

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<sup>1</sup> Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



# **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: 30.01.2025- 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) Fund coordination units within DG EMPL

The mission of the Units coordinating the European Social Fund and the Social Climate Fund 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, they promote respectively (1) 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, and (2) a fair green transition, following the impact of “ETS 2” (Emissions Trading System). The units (will) share a number of functional tasks, such as a legal team in the unit coordinating the European Social Fund, and expertise on costing of actions and measures in the unit coordinating the Social Climate Fund.

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 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 Member States will start implementing the Social Climate Fund in 2026. In view of this, they will submit Social Climate Plans in the course of 2025. To make this a success, 5 posts will become available for the above-mentioned coordination units, as follows:

- a) One post will be allocated to the ESF coordination unit, to deal with legal issues related to the Social Climate Fund.
- b) Two posts will be allocated to the Social Climate Fund coordination, focussing on the costing of the measures and investments that will be included in the social climate plans, general coordination and implementation issues.
- c) One additional post will be allocated to the ESF coordination unit on a temporary basis, with a focus on procedures and monitoring/data.
- d) Likewise, an additional post on a temporary basis will be available for the Social Climate Fund coordination unit, focussing on costing.

The persons recruited on the two posts under points c) and d) will be reallocated to the DAC (Audit Directorate for Cohesion) in the course of the second half of 2026.

From the pool of applicants, shortlists will be created for interview and selection by each individual unit.

**Applications must make clear which role/post they apply for.**

## **WE PROPOSE**

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This vacancy notice aims at recruiting in total 5 Contract Agents. The successful candidate will contribute via a horizontal role to negotiating Social Climate Plans submitted by the Member State(s) of the European Union and the management of the Social Climate Fund.

**Role 1** (1 post): S/he will provide legal interpretation on all issues related to the Social Climate Fund, as part of a legal team that also deals with Cohesion Policy issues, including notably the European Social Fund.

**Role 2** (2 posts plus one temporary post, later to be moved to DAC): S/he will provide support to geographical units on costing of measures and investments, assessing proposals by Member States, promoting consistency of approach and coordinating with other Commission services. S/he will be part of a bigger team dealing with



Simplified Cost Options and Financing Not Linked to Cost issues within the context of the European Social Fund Plus. S/he will support geographical units in the execution of their tasks on the Social Climate Plans. Travel to Member States may be required.

**Role 3** (1 temporary post, later to be moved to DAC): S/he will be in charge of procedures at horizontal level, supporting geographical units in following set procedures, creating or amending them when necessary, and providing the necessary guidance and information in this context. In addition, this person would ensure a reporting of monitoring data on the Social Climate Fund regarding general (and detailed) progress in milestones and targets. The person would be part of a bigger team which ensures the same role for the European Social Fund Plus.

The jobholder will have regular contacts with the national authorities and other stakeholders, prepare negotiation and monitoring meetings and travel to the Member States may be required.

The successful candidates will work on a large variety of tasks aiming at:

- Providing policy or legal analysis (depending on the role) 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 as well as guidance to geographical units on the matter.
- Coordinating with other services at policy and technical level and producing internal reports as well as reports to the attention of other institutions.
- Providing guidance to geographical units and when appropriate 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.
- Carrying out analyse, setting out approaches and providing guidance in relation to checking the delivery by Member States of “milestones” and “targets” and the necessary administrative steps towards payments.

## **WE LOOK FOR**

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We are looking for a highly motivated candidate, results-oriented and proactive. She/he should have confirmed strong analytical skills, and a solid understanding of EU funding instruments, preferably through work experience at project, programme or EU level. Experience and knowledge about EU level policy developments in the areas of climate action, energy poverty and transport poverty are strong assets. Audit experience would be an advantage for the posts which will be transferred to the DAC. She/he should have strong communication and negotiation skills.

The future colleague is expected to have good organisation skills, a good sense of initiative and responsibility as well as strong social and diplomatic skills. He/she must be a good team player, be able to quickly identify key issues and deliver quality outputs. Good drafting skills in English are an



asset. For the posts to be transferred to the DAC, proficiency in Polish and/or Italian would be considered an advantage.

## **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 [EMPL-G1-UNIT@ec.europa.eu](mailto:EMPL-G1-UNIT@ec.europa.eu) and/or [EMPL-G2-UNIT@ec.europa.eu](mailto:EMPL-G2-UNIT@ec.europa.eu) indicating the call for interest reference EC-2025-EMPL-467057 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>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

#### ➤ What about the selection steps?

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<sup>2</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>3</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>).



The selecting unit chooses from the EPSO database<sup>4</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 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 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 years**. 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.

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<sup>4</sup> Therefore, candidates who did not pass already a CAST on the level Function Group [IV], should register their profile at this [address](#).





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.