



## **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](#)

---

<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.



# Policy Officer

## in DG RTD of the European Commission

**Job title\*:** Policy Officer

**Domain\*\*:** European Public Administration

**Where:** Unit A.1 - European Semester & Country Intelligence, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 15.02.2025 - 12.00 (noon, Brussels time)

### WE ARE

---

Unit A1 supports EU Member States and associated countries in strengthening their research and innovation systems and capacities and enhancing their performance. It seeks to improve the quantity, quality and impact of national public R&I policy and investment, through reforms in support of the broader European objectives, and push the transformation towards sustainable competitiveness for the benefit of all.

To this end, the unit coordinates the work on the R&I dimension of the European Semester and monitors the implementation of the Recovery and Resilience Plans. Through evidence-based policy dialogue and continuous outreach, the unit acts as an interface between EU, national and subnational R&I systems. In particular, the unit leads on the design of R&I measures to advance Europe as a whole, monitors its implementation and strengthens the R&I dimension of the Cohesion Policy, setting the conditions and enabling better synergies between the two programmes.

### WE PROPOSE

---

Unit A.1 - European Semester & Country Intelligence is seeking to hire one Policy Officer. The position will consist of working on important files on top of the EU agenda. We propose an exciting position in a dynamic and friendly team.

The Policy Officer will act as the country desk for one or more EU Member State/s, and in that respect, gather intelligence on R&I policy developments in this/ese Member States and establish an open and collaborative relation to support the improvements of their R&I systems, also through the Enhanced dialogue. They will monitor and analyze the R&I policies and performance of the country in question, including in the context of the yearly European Semester cycle and of the Recovery and Resilience Facility. They will also contribute to the launching and implementation of activities of the



Policy Support Facility and to strengthening the R&I dimension of the use of Cohesion Policy funding in the country in question and enhance synergies between the two programs. They will also contribute to horizontal work in the Unit.

The Police Officer will need to engage in close contacts with other Commission services (in particular SG, DG ECFIN, DG REGIO, DG GROW), with national and/or regional authorities, and also research institutions, universities and enterprises. They will also need to participate in working groups and conferences and prepare speeches and briefings for the hierarchy.

## **WE LOOK FOR**

---

We are looking for a motivated Policy officer with sufficient experience in monitoring and analysis of research and innovation policies and performance, in particular at national and/or regional level.

The successful candidate must display an excellent team spirit and the skills to communicate effectively and efficiently orally and in writing and the ability to establish good collaboration relations with Member States, regions and relevant stakeholders embracing a service culture. Excellent organizational skills and proven ability to perform conceptual reflections and to deliver high quality results respecting deadlines would be a must. A good knowledge of EU research, innovation, competitiveness and/or Cohesion policies and funding programs would be an asset, as would knowledge of the European Semester, Recovery and Resilience Facility or the Policy Support Facility.

## **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. completed application form

Please send these documents by the publication deadline to **RTD-A1-CA-APPLICATIONS@ec.europa.eu** indicating the call for interest reference EC/2025/RTD/397306 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.

---

<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://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

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.

---

<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](#).



## 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.