**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[[1]](#footnote-1). 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**](https://epso.europa.eu/en/selection-procedure/how-apply) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
* [**contract agents**](https://epso.europa.eu/en/selection-procedure/how-apply) 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](https://epso.europa.eu/en/eu-careers/staff-categories#tab-0)

**Policy officer**

**in DG Environment of the European Commission**

**Job title: Administrator**

**Domain: European Public Administration**

**Where**: Unit ENV 01 - Brussels

**Function Group**: FG IV

**Contract Type**: 3b

**Express your interest until**: 28.03.2024 - 12.00 (Brussels time)

**WE ARE**

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| The Directorate-General for Environments mission is to protect, preserve and improve the environment for present and future generations and to promote sustainable development.  The mission of unit ENV.01 is to provide strategic policy assistance to the Director-General and to develop DG Environment’s policies through strategic planning and prioritising,  better regulation, economic analysis as well by identifying potential for supporting environmental policy objectives through digital technologies. The Unit ensures policy coordination and coherence and assist policy units in DG Environment in developing new policy initiatives and legislative proposals in terms of economic analyses and in applying better regulation tools. Unit ENV.01 also promotes the uptake of digital technologies and the use of satellite data for more effective and efficient policymaking in the field of environment as well as ensuring that the green and digital transition go hand in hand. The unit is responsible for the Environment Action Programmes, in particular the monitoring of progress under the 8th Environment Action Programme |

**WE PROPOSE**

A dynamic and rewarding position in the Strategy, Digitalization, Better Regulation & Economic Analysis Unit in DG Environment attached to the Director-General. The key task of this position is to facilitate the twin green and digital transition focused on industrial competitiveness, technological innovation, and sustainability, all while ensuring social fairness and environmental protection through more effective uptake of digital technologies and of data for environmental policy design and implementation as well as law making. The position offers a unique opportunity to work on developing modern digital solutions for environmental policy in close cooperation with DG ENV units and other Commission services (GROW, CNECT, DEFIS, DIGIT, JRC and RTD). Under the supervision of the Head of Unit and the Deputy Head of Unit the key tasks of the person will include:

* Develop and maintain a support structure in DG ENV to offer horizontal guidance to policy units on digital-ready and interoperable by design policy making;
* Promote the use of data and the uptake of digital solutions for an effective implementation of the green and digital transition objectives, contributing to competitiveness and enhancing the Single Market through collaboration with various DGs;
* Facilitate the systemic uptake of digital solutions in key environmental policies and legislative instruments, with a strong emphasis on simplification and reduction of administrative and reporting burden;
* Contribute to synergies with the unit’s Better Regulation team, by identifying innovative, digitally enabled ways to facilitate the various steps of the policy-making cycle in DG ENV;
* Contribute to briefings and communications for interaction with key interlocutors / stakeholders in relation to the twin green and digital transition.

**WE LOOK FOR**

An enthusiastic, highly motivated individual, and a team player. S/he should be creative and ready to think outside the box. The ideal candidate should have the mindset and skills of a business analyst, combining technical knowledge in digital technologies with an understanding of policy making, in order to be able to bridge the gap between legal/policy officers and IT specialists (technology, legal framework). The ideal candidate should have previous experience in designing and implementing digital solutions (requirements collection, data analysis, business process modelling and stakeholder communication) for EU policies and legal requirements. Experience in project management, financial management and securing corporate approval of projects by the Commission IT governance bodies will be a big asset.

The ideal candidate should be a driving force in the team. S/he should be able to contribute to developing synergies between digital, competitiveness, space and environmental policies. The candidate should be ready to take initiatives as well as work autonomously with little supervision.

The job requires excellent oral and written communication skills in English (other languages will be an asset) to translate complex technical issues and provide clear solutions to decision makers. The candidate should have proven capacity in writing clear and convincing policy and strategic documents.

**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](https://eu-careers.europa.eu/en/job-opportunities/open-for-application). 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 Silvie.LEON-DA-SILVA@ec.europa.eu indicating the call for interest reference EC/2025/ENV/470400 in the subject.

**No applications will be accepted after the publication deadline.**

# ANNEX

# *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](https://eu-careers.europa.eu/en/job-opportunities/open-for-application) data base.

## Qualifications:

[This is exclusively for FG IV]

1. 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[[2]](#footnote-2)
* AND have a satisfactory knowledge (minimum level B2)[[3]](#footnote-3) 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[[4]](#footnote-4) 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.

# *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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501)**, in function group FG IV.** General information on Contract Agents can be found at this [link](https://epso.europa.eu/en/eu-careers/staff-categories#tab-Contract%20staff).

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](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) laying down the criteria applicable to classification in step on engagement.

The duration of thefirst**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](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) 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.

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| 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](https://epso.europa.eu/en/eu-careers/benefits#tab-Work/Life%20Balance). |

For information related to Data Protection, please see the Specific [Privacy Statement](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3) 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.

1. Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time. [↑](#footnote-ref-1)
2. 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). [↑](#footnote-ref-2)
3. 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). [↑](#footnote-ref-3)
4. Therefore, candidates who did not pass already a CAST on the level Function Group [IV], should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-4)