



## **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 GREAT JOBS AND GREAT WORKING CONDITIONS:**

- 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.



## **Policy Officer** **in DG HERA of the European Commission**

**Job title\*:** Policy officer – Medical Counter Measures innovation and access

**Domain\*\*:** Health

**Where:** Unit HERA.2, Intelligence Gathering, Analysis and Innovation , Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 25.04.2025 - 12.00 (noon, Brussels time)

### **WE ARE**

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We are The Health Emergency Preparedness and Response Authority (HERA), which is established as a Directorate General of the European Commission since 2021. The HERA shall assist the Commission to improve preparedness and response to serious cross-border threats in the area of medical countermeasures, in particular:

- strengthening health security coordination within the Union involving all relevant actors during preparedness and crisis response times and bringing together the EU Member States, industry and relevant stakeholders in a common effort;
- addressing vulnerabilities and strategic dependencies within the Union related to the development, production, procurement, stockpiling and distribution of medical countermeasures;
- contributing to reinforcing the global health emergency response architecture.

The HERA shall be responsible for the following tasks which shall be exercised in close cooperation with the Member States:

- assessment of health threats and intelligence gathering relevant to medical countermeasures;
- promoting advanced research and development of medical countermeasures and related technologies;
- addressing market challenges and boosting the Union's open strategic autonomy in medical countermeasures production;
- swift procurement and distribution of medical countermeasures;
- increasing stockpiling capacity of medical countermeasures;
- strengthening knowledge and skills in preparedness and response related to medical countermeasures.



In order to carry out these tasks, HERA uses different financing programmes, in particular Horizon Europe, EU4Health and the Union Civil Protection Mechanism (RescEU). The HERA is assisted by the HERA Board and the HERA Advisory Forum. The HERA currently has 4 units. HERA.02 is the unit in charge of Intelligence Gathering, Analysis and Innovation. The unit lays the foundations for structured and targeted pandemic preparedness and response planning in area of medical countermeasures (MCM) by developing and strengthening intelligence gathering systems and activities, including the development of IT tools, whose inputs will inform and guide HERA's action in identifying, assessing and addressing serious cross-border health threats. To this end, this unit aims to promote research, innovation and development of medical countermeasures able to prevent, detect, and rapidly respond to health emergencies.

## **WE PROPOSE**

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The job is about strengthening of the intelligence gathering activities and supporting innovation with regard to medical countermeasures. This includes contributing to the identification of MCM on the market and in the pipeline that address cross-border health treats of interest to HERA, as well as contributing to the gathering of intelligence related to their availability and accessibility. These tasks will be exercised by actively seeking and assessing information received from stakeholders on innovative or existing products as well as researching how innovation and access to MCM is supported in HERA-like organisations within the EU and global level. This job will also involve the preparation the future implementation of the Emergency Framework Regulation with regard to availability and accessibility of medical countermeasures including but not limited to vaccines, therapeutics, diagnostics and personal protective equipment.

## **WE LOOK FOR**

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We are looking for a highly motivated and skilled colleague to join our team. As a policy officer, you will play a critical role in supporting the intelligence gathering and innovation functions ensuring that MCM relevant for preparedness and response to health crisis can be available and accessible. The job requires ideally a combination of scientific and policy background and experience. Excellent communication skills both oral and written in English are essential. It will be key to have the ability to understand the health crisis and preparedness domain related to the priority threats of HERA and translate MCM needs into policy recommendations for decision making to support availability and accessibility of MCM including in relation to funding.

The candidate should have the following skills:

- Prior experience and/or sound understanding of MCM path to market, including vaccines, therapeutics, diagnostics, medical devices and personal protective equipment.
- Understanding the processes of data collection and analysis in relation to medical countermeasures, including modelling and quantification of needs in relation to specific threats



- Knowledge of funding instruments to support MCM availability and accessibility.
- Excellent organizational and time management skills, with the ability to handle multiple tasks and priorities.
- Problem solving and an ability to get things done, as well as a good eye for detail.
- Communication and interpersonal skills, with the ability to work collaboratively in a team environment.

## **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 [HERA-HR-CORRESPONDENT@ec.europa.eu](mailto:HERA-HR-CORRESPONDENT@ec.europa.eu) indicating the call for interest reference HERA.2 - 487780 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?

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

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



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.

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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](#).



## **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 1 year**. Subject to the interest of the service, the contract may be renewed one or more times up to a maximum duration of 6 years.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group IV 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.