



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 jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout 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 Sweden¹. 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.

For more information ec.europa.eu/work-with-us

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](#)

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



Programme Manager – Health and CBRN

Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) of the European Commission

Selection reference: ECHO/COM/2025/742

Domain: Crisis Management and Internal Security

Where: Unit ECHO.A.4 – Civil Protection Emergency Response Capabilities, Brussels

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

Grade range: AD5-AD8

Publication deadline: 13.05.2025 – 12.00 (Brussels time)

WE ARE

Unit ECHO.A.4 is responsible for the development and management of the response capabilities available to the Union Civil Protection Mechanism (UCPM), and for ensuring that these capabilities and expertise are available and fit for UCPM response operations.

It develops and manages the rescEU assets, created as a safety net, and ensures the further operational development of the European Civil Protection Pool (ECPP), including the identification of new types of capabilities and the development of quality and interoperability standards.

The Unit also coordinates and manages the UCPM's training, exercises and Exchange of Experts programmes, implemented under the Union Civil Protection Knowledge Network's Capacity Development Pillar.

It also closely cooperates on UCPM emergency response operations, providing support and assessments.

WE PROPOSE

DG ECHO.A4 is seeking to hire one Programme Manager – Health and CBRN.

The position will entail managing the European Civil Protection capacities to respond to disasters of different nature: forest fires, medical emergencies, chemical, biological, radiological and nuclear incidents, etc. Under the direction of the "rescEU" Team Leader, the jobholder will:

- Support the development of rescEU capacities, in particular of health and CBRN related capacities
- Provide (policy) support on emergency response and management, in close collaboration with other relevant units



- Draft briefings and other policy documents, contribute to policy proposals, background papers, legislative texts, briefings, replies to correspondence and parliamentary questions
- Contribute to constructive exchanges with stakeholders and UCPM Participating States
- Ensure representation of the unit as relevant
- Maintain contacts with national and international authorities in the field of civil protection
- Contribute to operational aspects of cooperation with external actors and organizations
- Coordination and relations with international organisations. Operational follow up of agreements and memoranda of understanding
- Participate in meetings with other services and organisations
- Support the communication focal point of the unit in disseminating information to other parts of the DG on the activities of the unit and on civil protection in general
- Contribute to the development of internal communication and the sharing of knowledge within the Directorate General
- Coordinate the budgetary needs and planning for the Directorate, monitor the implementation of the budget in the Directorate, coordinating budgetary aspects with other DG's units

The successful candidate will need to be familiar with Commission IT tools or able to learn them quickly, and be willing to be trained in DG ECHO specific tools. S/he should have very good knowledge of the standard IT tools (Word, Excel, PowerPoint, Outlook, etc.). Suitable candidates must be ready to respond rapidly to changing circumstances and to communicate effectively.

In an emergency service like DG ECHO, flexibility and adaptability are paramount. We welcome the motivation and capacity to induce improvements in the working environment and procedures. Sense of initiative and enthusiasm will be particularly appreciated.

WE LOOK FOR

We are looking for a Programme Manager – Health and CBRN.

The successful candidate should be a solutions-oriented dynamic, flexible, cooperative and proactive team player. The ideal profile for the job would be:

- Experience in calls for proposals and grant management, as well as procurement and contract management;
- Analytical and problem-solving capacities;
- Capacity to ensure high quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment often under time pressure;
- Capacity to deal with unforeseen ad-hoc requests with a high profile;
- Sense of initiative and sound political judgement;
- Good understanding of EU internal and external policies and functioning of the European Commission;
- Structured communication skills;
- An excellent knowledge of English is required;
- A good command of French would be an asset;



- Strong writing skills (clear and to the point), mainly in English;
- Good interpersonal skills;
- At least 5 years of experience in Program, Process, Project Management, Budget, Finance and Contracts is essential;
- Experience in legal and financial procedures within the Commission would be an asset;
- Previous experience in the context of emergency response and humanitarian aid and/or civil protection would be an asset.



HOW TO EXPRESS YOUR INTEREST?

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 ECHO-A4@ec.europa.eu indicating the selection reference **ECHO/COM/2025/742** 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 for 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 EU²
- 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.

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).



➤ **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 priority³. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form 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. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ **Type of contract and working conditions**

The place of employment will be **Brussels**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sypser or inter-institutional vacancy portal).



➤ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be that of a new published competition or already planned in the field. If there is none, recruitment will be at the level of AD5. The Authority authorised to conclude Contracts of Employment ('AACE') may grant a grade AD6 or AD7 based on an assessment of the needs of the service, including without limitation the nature of the profile sought, the level of responsibility to be exercised or the labour market conditions for the profile in question, and on the duration of the candidates' previous appropriate professional experience. The maximum recruitment grade is AD8, which may be granted under very exceptional circumstances.

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.