**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[[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 Coordinator - Policy Officer – Social Climate Fund
in DG EMPL of the European Commission**

**Job title: Policy Coordinator - Policy Officer**

**Domain: European Public Administration**

**Where**: Unit EMPL.G.2 – Social Climate Fund, European Globalisation Adjustment Fund

**Function Group**: Administrator

**Grade range:** AD5-AD8

**Contract Type**: Temporary Agent

**Express your interest until**: 12.05..2025 - 12.00 (noon, Brussels time)

**WE ARE**

# Directorate General Employment, Social Affairs and Inclusion (DG EMPL)

We are 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.

The mission of the Unit G2 is to coordinate the Social Climate Fund (SCF) within DG EMPL. It ensures, in close cooperation with the Member States and stakeholders (such as the social partners, civil society organizations, etc.), the efficient and effective implementation of the Social Climate Fund 2026-2032. 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.

**WE PROPOSE**

The successful candidate will contribute via a horizontal role to negotiating Social Climate Plans submitted by the Member States of the European Union and the management of the Social Climate Fund:

- S/he will ensure general coordination tasks, setting out policy lines, organising meetings with other Commission services and Member States to ensure consistency of approach, information sharing and reporting. This implies ensuring, at all times, that information is accessible to report on the state of play/progress, according to the monitoring and reporting systems that will be put in place.

- S/he will contribute to the unit’s analysis for the preparation and negotiation of the Plan (s) and monitoring of policy and political developments in these areas in the Member State(s) as well as the progress in the implementation of the Social Climate Plan(s).

The jobholder will have regular contacts with the national authorities and other stakeholders, prepare negotiation and monitoring meetings. Travel to Member State(s) may be required. The successful candidate will work on a large variety of tasks aiming at:

• Providing policy or legal analysis on matters related to the Social Climate Fund (SCF), the preparation and implementation of Social Climate Plans, including on the interlinks with the Emissions Trading System 2 (ETS2), Energy and Climate Plans, Just Transition Fund, Recovery and Resilience Facility (RRF) and European Regional Development Fund (ERDF) reforms and investments, to the geographical units and for the purpose of ensuring synergies and avoiding overlaps with other EU funds and programmes;

• Contributing to the development of guidance to the geographical units and to the Member States on the implementation of the Social Climate Plans, procedures, evaluation, and reporting;

• Contributing to the assessment of proposed costing estimates made by the Member States in relation to the investments in the Social Climate Plans;

 • Coordinating with other services (DG CLIMA, DG ENER, DG MOVE, SG-REFORM, SG, DG BUDG and DG-REGIO) at policy and technical level, as well as coordinating with the geographical units of DG EMPL and DAC EMPL REGIO;

• Producing internal reports as well as reports to the attention of other institutions;

• Preparing briefings and replies to Parliamentary questions related to the Social Climate Fund;

• Contributing to the development of communication material in relation to the Social Climate Fund, in cooperation with the communication unit.

**WE LOOK FOR**

We are looking for a highly motivated candidate, results-oriented and proactive colleague. She/he should have confirmed strong analytical skills, and a solid understanding of EU funding instruments, notably the Social Climate Fund, the functioning of the Emissions Trading System (notably ETS2), related social and climate change policies, including the National Energy and Climate Plans, In particular, the candidate must have proven knowledge about EU policies in the areas of climate action, energy poverty and transport poverty and experience in negotiations. She/he should have strong communication and negotiation skills. Excellent drafting skills and the ability to work under tight deadlines are essential. The successful candidate must have solid knowledge of procedures, EU decision-making and interinstitutional processes.

The successful candidate is expected to have good organisation skills, a good sense of initiative, a pro-active approach, as well as strong social and diplomatic skills. The ability to work with teams responsible for various matters (policy, EU funds, communication, audit) and to coordinate with various teams from different services is essential. Previous experience working in a national administration is a plus.

He/she must be a good team player, be able to quickly identify key issues and deliver quality outputs. She/he will need to be (almost) fluent in at least one EU language other than English. Good drafting skills in English are a must.

**HOW TO EXPRESS YOUR INTEREST?**

You should send your documents in a single pdf in the following order:
1. your CV 2. motivation letter 3. duly filled in application form.
Please send these documents by the publication deadline to EMPL-G2-UNIT@ec.europa.eu indicating the selection reference EMPL/COM/2025/241 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.

## Qualifications:

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 **temporary agent under Article 2(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 AD.**

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 the**firstcontract will be three 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](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) on policies for the engagement and use of contract agents).

#### 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](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)