



## **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.



# Programme Manager

## in DG EMPL of the European Commission

**Job title: Programme Manager**

**Domain:** European Public Administration

**Where:** Unit EMPL B4 – Germany, Austria, Slovenia and, Croatia, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 22.07.2025 - 12.00 (noon, Brussels time)

### WE ARE

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The European Commission's Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL) develops and carries out the Commission's policies on employment, social affairs, inclusion, and skills and qualifications.

Directorate B works to make sure that jobs and skills keep pace with the rapid changes in both the labour market and wider society. It aims to identify policy responses to new and emerging trends in the world of work, to empower individuals to learn throughout their lives and careers and to ensure vocational education and training (VET) in the EU is fit for purpose, with the view to support an innovative, adaptable and resilient workforce. The Directorate is also responsible for the efficient and effective programming and implementation of the European Social Fund + (ESF+) in Germany, Austria, Croatia, Slovenia

The mission of our unit EMPL B4 is to contribute to attaining the aims and objectives of the European Pillar of Social Rights, to support a fair recovery, green and digital transitions as well as to contribute to enhanced economic and social resilience in Germany, Austria, Slovenia and Croatia.

The unit promotes in particular efficient and inclusive labour markets and social protection systems as well as supporting skills development and accessible social services and healthcare for all. To this effect, Unit EMPL B4 is the source of country intelligence for DG Employment in the context of the European Semester and fund management. The unit ensures, in close cooperation with the Member State and stakeholders (such as the social partners, civil society, etc.), the efficient and effective programming and implementation of the European Social Fund Plus (2021-2027), the Social Climate Fund (2026-2032), the European Social Fund, the Youth Employment Initiative, and the European Fund for the Most Deprived (2014-2020). It coordinates these funds with other European funding streams, notably the European Regional Development Fund, the Just Transition Fund and the Recovery and Resilience Facility, which it contributes to assess and monitor.



## **WE PROPOSE**

Unit EMPL B4 is looking for a highly motivated colleague combining experience in policy analysis and programme management to join the Austrian/German Team in B4.

The new colleague will be supporting the Austria-Germany team on ESF+ programmes for the 2021-2027 period and contributing to the European Semester policy work for Austrian/German (specific thematic focus in the areas of employment, skills, and social inclusion to be determined at a later stage).

The position involves, inter alia, contributing to the monitoring of Austrian/German ESF+ programmes, replying to questions from the national authorities and citizens, drafting reports or briefing, processing financial operations according to the applicable rules (responsibilities of operational initiation) as well as contributing to various evaluations. The work will involve using various databases and software for programme management.

The job requires good cooperation with colleagues from other units in DG EMPL as well as with other DGs such as REGIO, ECFIN, SG REFORM, CLIMA, MOVE, ENER, SANTE, EAC, HOME, etc. All the necessary in-house training is provided to new colleagues in addition to on-the-job support and coaching. The job also involves a limited number of missions to participate in monitoring committees and project visits next to on-line meetings.

The unit offers a stimulating, friendly and rewarding working environment with a strong focus on teamwork.

## **WE LOOK FOR**

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We are looking for a motivated person with good organisational and analytical skills as well as care for detail. The candidate should also demonstrate the capacity to pro-actively develop and present proposals with structured reasoning. The new colleague should have very good drafting and communication skills, in particular towards national authorities and stakeholders as well as in the Commission's inter-services context, a pro-active and pragmatic attitude towards problem resolution, and the capacity to deliver within tight and regulatory deadlines. The candidate should be capable to work in a highly autonomous manner while at the same time dispose of very good skills to work in teams.

The person for this position should have an education background and/or professional experience of at least 2 years in employment and social affairs, structural funds and/or economic affairs. As regards languages, fluency in German is a clear advantage as well as a good capacity to work and draft in English.



## 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 [EMPL-B4-UNIT@ec.europa.eu](mailto:EMPL-B4-UNIT@ec.europa.eu) indicating the call for interest reference EC/2025/EMPL/367404 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.

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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>).



➤ **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 German.

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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.