



## **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 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, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Latvia, Luxembourg, Malta, Poland, 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 and Programme Manager

## DG Employment, Social Affairs and Inclusion

### European Commission

**Job title:** Policy Officer and Programme Manager

**Domain:** SOCIAL INCLUSION and POVERTY REDUCTION

**Where:** Unit C5 - „Romania, Bulgaria“, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 15.07.2026 - 12.00 (noon, Brussels time)

#### WE ARE

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The Employment, Social Affairs and Inclusion Directorate-General (DG EMPL) pursues policy, legislative and financial initiatives to build a competitive social market economy in the EU by shaping and promoting a modern European social model.

Directorate C works towards promoting social dialogue and improving working conditions through effective labour law and safe and healthy working environments.

The Unit EMPL C5 “Romania, Bulgaria” contributes to the aims and objectives of the European Pillar of Social Rights, supporting the green and digital transitions as well as enhanced economic and social resilience in Member States. It promotes efficient and inclusive labour markets and social protection systems as well as supports skills development and accessible social services and healthcare for all. It is the source of country intelligence for the European Semester and fund management. In cooperation with the relevant Member States, the unit ensures the efficient management; of the European Social Fund Plus (2021-2027), the Social Climate Fund (2026-2032) and other funds.

#### WE PROPOSE

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Unit EMPL C5 is seeking a **Policy Officer / Programme Manager**, within the **Romanian team**. The position will consist of policy development and programme management tasks, including:

- Monitor and assess Romanian employment, social and education and skills policies, reforms and progress on Country-Specific Recommendations; build country intelligence in the context of the European Pillar of Social Rights and contribute to the European Semester, Country Report and related draft recommendations in the relevant policy areas; provide relevant research on policy developments in Romania, policy advice and pro-active support to the national authorities towards the achievement of EU targets.
- Manage the 2021-2027 ESF+ programmes in the relevant policy areas (programme amendments, corrections, closure of previous implementation periods) and support result-oriented ESF+ implementation (reports analysis, monitoring and review meetings, follow-ups on enabling conditions, performance assessment and evaluations, cooperation with Romanian authorities and stakeholders in negotiations, meetings and missions).



- Coordinate with other Commission services and EU and national funds, including the National Recovery and Resilience Plan and the European Regional Development Fund.
- Contribute to the setup of the new programming EU funding period, assess draft programmes and proposals for investments and reforms in the EMPL areas, including employment, social and education and skills policies.
- Contribute to sound financial management, adequate management control systems and appropriate follow-up of audit and anti-fraud files.
- Inform and reply to questions and requests for information from Commission services, other European Institutions, Member States authorities or the public.

## **WE LOOK FOR**

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We are seeking a highly motivated, proactive and results-driven colleague, committed to supporting employment, education, skills and social progress in Romania and to delivering high-quality outputs with a tangible policy impact. The ideal candidate has at least two years of relevant professional experience in employment or social policy, education and skills at EU, national or regional level. Experience with EU funding instruments, particularly shared management under ESF/ESF+ and direct management under the Recovery and Resilience Facility, would be a strong advantage.

The future colleague is expected to possess strong analytical and problem-solving skills as well as strong communication, negotiation and presentation skills (incl. ability to communicate effectively in meetings and with national authorities and other stakeholders). Sense of initiative and of responsibility, combined with accuracy, attention to detail and a commitment to delivering quality and results are also expected. Finally, the position requires the ability to prioritise and work in a structured manner to meet demanding deadlines, as well as resilience, perseverance and the ability to contribute constructively to teamwork in a multicultural environment.

Strong drafting and communication skills in English are a big advantage, and a high proportion of the tasks under this position will be implemented in English or Romanian.

## **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-C5-vacancies@ec.europa.eu](mailto:empl-C5-vacancies@ec.europa.eu) indicating the call for interest reference EC-2026-EMPL-220360 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://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.

## **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.

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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: <https://eu-careers.europa.eu/en/Cast-Permanent>



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.