



EUROPEAN COMMISSION
EUROSTAT

Temporary agent position - DG ESTAT of the European Commission

Selection reference: ESTAT/COM/2023/2153

Function Group: Administrator

Grade: AD

Job title: Planning and Programming Officer - Meetings planning and ensuring implementation of corporate rules related to expert groups at Eurostat

Job N°: 322688

Where: Unit ESTAT.A.2 - „Legal Affairs; Document management“, Luxembourg

Publication deadline: 08/09/2023 – 12:00 (Brussels time)

We are

Eurostat, one of the Directorates-General of the European Commission, is the statistical office of the European Union. Eurostat's mission is to provide high quality statistics and data on Europe.

Eurostat co-ordinates statistical activities at Union level and more particularly inside the Commission.

We are a strongly service-oriented unit, providing support on a wide range of issues and domains. Our aim is to facilitate the daily work of Eurostat units through the provision of clear information and effective helpdesk in all matters under our responsibility.

The unit is organised in three teams: 1) the legal affairs team advising management and production units in Eurostat on all legal and institutional matters, 2) the document management team, which implements the document management policy of the Commission, and 3) the planning, evaluation, audit and internal control team where we have the current vacancy. The team is in charge of organising and coordinating within Eurostat the work on annual planning, monitoring and evaluation of activities, as well as reporting thereupon. The team is also ensuring that aspects of internal control, risk assessment and antifraud are addressed. Furthermore, and most importantly for the vacancy concerned, the team takes care of the planning of meetings and ensures the implementation of corporate rules related to Commission expert groups for the whole of Eurostat.



We propose

We offer a challenging administrator position in the planning, evaluation, audit and internal control team. The person we are looking for will ensure a smooth and effective implementation of the framework surrounding expert groups and the meetings planning and meeting process in Eurostat.

In particular, he/she will:

- be responsible for the internal management and coordination of all aspects of meetings planning and process;
- represent Eurostat in institutional steering and users' groups related to meetings and to the tools used for the management of meetings;
- ensure communication with and guidance to all levels of hierarchy with regard to meetings planning and organisation;
- manage Eurostat's intranet pages dedicated to meetings and management of expert groups.
- guide units and management in Eurostat in the correct implementation of corporate rules related to Commission expert groups, including communication activities;
- support other members of the team on evaluation tasks.

We look for

We look for a service-minded colleague with a dual interest in communication, organisation and technical aspects. The job holder should, on the one side, have the ability to understand technical features of the tools used, the processes to manage and how to improve them, and, on the other side, a passion for finding the best way to communicate them to a large variety of stakeholders. We would like to see someone with an eye for detail who is eager to work in an active and dynamic environment with many interactions with internal users, hierarchy and institutional networks. Excellent written and oral communication skills are a must. The selected person will have a flexible but methodical approach and a keen sense of priorities.

The main working languages of the unit are English and French, but also German is spoken.

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1



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How to apply?

Interested candidates should send their CV and motivation letter in a single PDF document by the publication deadline to the following email address: ESTAT-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference ESTAT/TA/COM/2023/2153 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:

General criteria:

Candidates must comply with the following formal criteria for this selection procedure on the deadline for applications:

- Be a national of a Member State of the European Union (EU) and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be 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 in this position, you must have at least:

- (a) a level of education which corresponds to completed university studies of at least 4 years attested by a diploma OR
- (b) a level of education which corresponds to completed university studies of at least 3 years attested by a diploma, followed by at least 1 year of relevant professional experience

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:

Candidates must have

- a thorough knowledge (minimum level C1) in one of the 24 official languages of the EU
- a satisfactory knowledge (minimum level B2) in a second official language of the EU, to the extent necessary for the performance of the duties.

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).



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>).

➤ **What about the selection steps?**

The post has also been published internally in the Commission, inter-institutionally, and has been 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 priority. It is only in case no suitable candidate can be found among the afore-mentioned categories that other applications will be considered¹.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications we may receive, only candidates selected for 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 as well as that of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

Candidates 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.

➤ **Type of contract and working conditions**

The place of employment will be in **Luxembourg**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD**.

The grade within the proposed grade range, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

¹ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal)



The duration of the **1st contract will be of 3 years**. The contract might then be extended only once for a maximum of 2 years. 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 has 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 on the Eurostat website.

3. How to appeal?

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-F6@ec.europa.eu).