



Temporary agent position - DG **ENER** of the European Commission

Selection reference: ENER/COM/2023/2629

Function Group: Secretary-Clerk

Grade: AST-SC

Job title: Secretary - to the Head of Unit

Job N°: 56079

Where: Unit ENER.D.3 - "Radiation protection and nuclear safety", Luxembourg

Publication deadline: 21.11.2023 - 12.00 (Brussels time)

We are

The Directorate-General for Energy is responsible for developing and implementing European policy in the energy field. Its mission is to ensure that energy policy is serving society, supporting the economy and protecting the environment. DG ENER initiates new Europe-wide energy legislation, monitors the correct application of Community law, manages programmes and projects and supervises Agencies. Within Directorate ENER D – Nuclear Energy, Safety and ITER, Unit ENER D3 – Radiation Protection and Nuclear Safety – is in charge of the development and implementation of legislation in the areas of protection of workers and members of the public against the dangers of ionising radiation, and in the field of nuclear safety. It has a particular responsibility to coordinate emergency preparedness and response work related to radiological and nuclear incidents and emergencies. Currently, the unit has 29 staff members.

We propose

A challenging but very rewarding position as a secretary to the Head of Unit who would coordinate the unit secretariat and provide administrative support to the Head of Unit and the unit as a whole. The jobholder would help ensure that the unit delivers outputs on time and to a good quality, meets deadlines and obligations. This includes handling of DECIDE decision making procedures, Parliamentary questions and other unit correspondence, including registering and processing correspondence. The tasks also include general administrative support work in the unit secretariat, organising meetings and events, and handling unit publications. The jobholder would work as part of the secretarial team within the unit and would also support other areas of unit activity, including the unit's work on emergency preparedness and response team. The tasks involve close cooperation with colleagues in the secretariat and across the unit.



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We look for

We are looking for a dynamic colleague with a good knowledge of secretarial and administrative work. The jobholder should show a sense of responsibility, the ability to plan work, the capacity to work in a team and to interact with a range of interlocutors, and resilience under pressure. A good knowledge of at least two EU official languages, including English, French or German, is required. A good command of English would be an asset. A good knowledge of Commission procedures – notably DECIDE - and Document Management (ARES) would be an asset.

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: HR-LUX-TA-VACANCIES@ec.europa.eu indicating the selection reference ENER/TA/COM/2023/2629 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:

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- (a) post-secondary education of at least 3 years attested by a diploma OR
- (b) secondary education attested by a diploma giving access to post-secondary education followed by at least 3 years 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.

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



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 AST/SC.**

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.

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](#).



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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).