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## *Temporary agent - Medical Doctor*

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**Vacancy notice:** COM/2023/2453

**Function group:** Administrator

**Grade:** AD5 – AD7

**Where:** PMO.3.004, Brussels

**Publication:** until 14/11/2023, 12.00 hours noon Brussels time

### **We are**

The mission of the PMO (Paymaster Office or Office for the administration and payment of individual entitlements) is to provide a high-quality and user-friendly service to beneficiaries by promptly and accurately managing, determining and paying individual rights and expenses (e.g., salaries, pensions, sickness insurance reimbursements and mission expenses).

Unit PMO.3 “Sickness Insurance I” is one of the three units responsible for managing the Joint Sickness Insurance Scheme (JSIS), which has almost 180.000 beneficiaries. The other two units are in Luxembourg and Ispra. Unit PMO.3 is located in Brussels and consists of four sectors: (i) Tarification; (ii) Accidents and Occupational Diseases Insurance; (iii) Service to JSIS members and (iv) Medical authorizations, for a total of ca. 115 staff.

Sector PMO.3.004 (Medical authorizations) deals, inter alia, with the approval of prior authorizations and the recognition of serious illnesses.

The sector comprises 23 cases handlers, 7 medical officers and 2 dentists.

### **We propose**

There is currently an open vacancy in PMO.3.004. According to Article 29 of the Staff Regulations, the applications from officials of the Institutions and laureates of competitions have precedence over applications from other categories of persons. The post is therefore also published internally in the Commission and inter-institutionally, and it is also brought to the attention of competition laureates via the appropriate channels. However, should no suitable candidate be found among the aforementioned categories, it will be possible to consider other candidates, for a temporary agent position.

For these reasons, any person fulfilling the selection requirements may express his/her interest for the post.

We offer a challenging and rewarding position as a medical doctor specialized in the field of general medicine or public health in our JSIS office in Brussels. The appointed candidate will be part of a dynamic, efficient, and friendly team of medical doctors and will collaborate with other staff in the JSIS units.

The successful candidate will give advice in the field of medical reimbursements, individual recognition of serious illness, disability situations, assessing the appropriateness of new innovative medical treatments, etc.

The appointed candidate will provide medical advice and assessment to the appointing authority. They will give advice on the assessment of level of disability in collaboration with a Senior Medical Officer.

The appointed candidate should demonstrate excellent skills in the methodical review of scientific literature and capacity to provide pertinent, validated and updated medical information.

Please be aware that the selection panel will be organized shortly after the closure of the vacancy.

## **We look for**

A dynamic medical doctor with a high level of service orientation, discretion, flexibility, and professional conscientiousness.

The ideal candidate should:

- be able to establish and maintain a good relationship with clients, colleagues and with other services;
- have good computer skills (Word, Excel, PowerPoint, Outlook) and be ready to invest in acquiring sufficient knowledge of the Commission administrative procedures;
- feel comfortable working in a team, with colleagues inside and outside PMO and at all levels of hierarchy;
- possess good analytical, organizational and decision-making capability, be able to draft reports, administrative notes, and briefing contributions as well as carry out appointments in English and French.

Ideally, we seek candidates with a proven clinical experience as a medical practitioner.

## **Am I eligible to apply?**

### **General conditions:**

In order to be eligible for the post, the candidate must, as a minimum, fulfil the following conditions:

- be a national of one of the Member States of the Union and enjoy his/her full rights as a citizen.
- have fulfilled any obligations imposed on him/her by the laws concerning military service.
- produce the appropriate character references as to his/her suitability for the performance of his/her duties.
- be physically fit to perform his/her duties.
- produce evidence of a thorough knowledge (minimum level C1) of one of the languages of the Union and of a satisfactory knowledge (minimum level B2) of another language of the Union to the extent necessary for the performance of his duties.

### **Specific conditions - Languages**

The languages mostly used in the unit are English and French, given our close interaction with Member States. A thorough knowledge of French and English is required. Satisfactory knowledge of other Community languages (German, Italian) will be considered an asset.

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>)

### **Specific conditions - qualifications & professional experience**

Candidates should have:

- at least 5 years (full cycle) completed university studies attested by a diploma in medicine and
- a diploma in a medical specialisation obtained after the above-mentioned diploma (general medicine / public health).

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 your eligibility and the information in your application form (diplomas, certificates and other supporting documents)

## **Selection procedure**

No applications will be accepted after the closing date of the vacancy.

The selection panel will pre-select a limited number of candidates for interview based on the CV and motivation letter that they submitted. The pre-selected candidates will be invited for interview and written test soon after the closing date for application.

Successful candidates in the pre-selection-phase will be invited to the final stage of the selection procedure, the interview with the PMO Head of Service.

For functional 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/or French only. Depending on the working site, German and/or Italian may occasionally be assessed.

Please note that having successfully passed the above-mentioned phases does not guarantee receiving an offer.

Due to the large volume of applications received only pre-selected candidates will be notified.

Should they be selected, candidates will be requested, as part of the actual recruitment procedure, to supply documentary evidence, in original, in support of the statements made in the application.

Should a position be offered, candidates will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission medical service.

## **Type of contract**

The successful candidate will be engaged as a temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants of the European Communities](#) (CEOS) in **function group AD, minimum grade AD 5 step 1**, depending on years of (relevant) professional experience.

He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within AD grade (AD5-AD7), in accordance with [Commission Decision C\(2013\)8970](#).

The contract is for an initial duration up to maximum three years. The contract might then be extended only once for a maximum of 2 years and in the interest of service. 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.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

For any further information on contractual and working conditions, please refer to the [CEOS](#).

## Pay

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 [CEOS](#).

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

## How to apply

By the closing date for application, the interested candidates should send their CV and motivation letter in a single PDF file to (see details below):

Functional Mailbox: [PMO-RCAM-MAIL@ec.europa.eu](mailto:PMO-RCAM-MAIL@ec.europa.eu)

Please note that only applications fulfilling the following requirements will be considered:

- Subject of the email:

SURNAME – COM/2023/2452

- CV:

Preferably in Europass format ([Home | Europass](#)) and including the following information at the end of the document:

- o List of references

*(If available, please indicate the contact details of minimum two references for the most recent and/or most relevant professional experiences – Please ask consent of the person before disclosing their contact details)*

- o Reserve list (only if applicable)

*(If you are a laureate included in the reserve list of a competition for Permanent Officials, please indicate the reference of the competition)*

- CV and Motivation letter:

In a unique PDF document, entitled as follows: SURNAME – COM/2023/2453 - CV & Motivation Letter

## Appeals

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](mailto:HR-MAIL-F6@ec.europa.eu)).

## **Equal opportunities**

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations

## **Data Protection**

For information related to Data Protection, please see the specific [Privacy Statement](#).