



EUROPEAN COMMISSION

Directorate General for Structural Reform Support

Horizontal Policies

POLICY/PROJECT ASSISTANT

Vacancy: Contractual Agent (3b) FGIII

Vacancy Reference: GF3-01-29

Where: DG REFORM – Unit 01 - **Athens**

Publication: From: 24/01/2023 until: 03/02/2023

We are

Directorate General for Structural Reform Support (DG REFORM) is under the coordination of Commissioner Ferreira. The mission of DG REFORM is to provide and coordinate technical support to Member States for the preparation and implementation of structural reforms - in particular in the context of economic governance process - as well as for the efficient and effective use of the European Union funds. The support is open to all Member States, upon request.

DG REFORM currently provides support to 27 Member States. It has approximately 200 members of staff based in Brussels, Athens, Nicosia, Zagreb and Bucharest. It is composed of a management team, a horizontal policies unit and two Directorates. Directorate A is composed of 3 units responsible for budget and finance; planning, evaluation and coordination of support; and Cyprus settlement support. Directorate B is composed of 5 units responsible for revenue administration and public financial management; governance and public administration; sustainable growth and business environment; labour market, education, health and social services; and financial sector and access to finance.

DG REFORM has a strong coordination role across the Commission, as well as frequent contacts with Member States and other stakeholders.

DG REFORM manages the Structural Reform Support Programme (SRSP), and its successor programme the Technical Support Instrument (TSI). The TSI is the European Commission's key tool for supporting Member States in designing and implementing growth-enhancing and inclusive reforms, which can also offer support to Member States for the preparation and implementation of their Recovery and Resilience Plan. Both SRSP and TSI have a dedicated budget and a legal framework for the provision of technical support to Member States. DG REFORM also manages the Aid Programme for the Turkish Cypriot community.

Unit 01, Horizontal Policies, is responsible for the development and implementation of DG REFORM's strategic priorities, in line with Commission's priorities (e.g. digital and green transitions). It coordinates DG REFORM's input to the implementation of the Recovery and Resilience Facility as well as the technical support provided to Member States on migration management. In this context, Unit 01 is DG REFORM's point of contact with all relevant Commission DGs. In addition, Unit 01 is responsible for all DG REFORM offices / presence in Member States, currently in Athens, Bucharest and Zagreb. Lastly, Unit 01 is responsible for coordinating technical support provided to Greece and Cyprus.

We propose

A Contract Agent FG III post to, (i) support the Head of Unit in the Unit's responsibility in coordinating the technical support to Greece and Cyprus; (ii) design, monitor, manage and coordinate the implementation of technical support projects primarily focused on migration and general support to the Recovery and Resilience Plans; (iii) work on the development and implementation of policy strategy for DG REFORM. The selected candidate will be in charge of the following tasks:

- **Country Coordination for Greece and Cyprus:** Assist the Head of Unit throughout the all phases of the TSI cycle.
 - In particular focusing on the organisation of the roll-out missions;
 - Providing guidance to the respective Coordinating Authorities (CA) and establishing a point of contact between the Beneficiary Authorities and the policy units;
 - Dealing with the formulation, assessment, prioritisation and selection of TSI requests;
 - Assisting in the effective management and evaluation of technical support projects.
- **Project management:** Work as project manager of technical support projects in the area of Migration and general support to the implementation of the Recovery and Resilience Plans.
- **Policy strategy:** Assist in the formulation, design, preparation and implementation of policy for DG REFORM.

We look for

A Contract Agent FG III demonstrating a strong sense of initiative and engagement as well as the ability to deliver excellent quality results under tight deadlines. The selected candidate will be pro-active with good knowledge about the works of the European Union and hold the ability to quickly learn and adapt to changing situations. Moreover, the candidate must have excellent drafting skills and the ability to synthesize complex information. Experience in some project management will be beneficial.

The selected candidate will also be a good team-player and an enthusiastic colleague that thrives in an international environment.

The successful candidate ideally have the following skills (adapt to your needs – no separate Job Description will be published):

- Strong analytical and problem solving skills including the ability deal with large amount of information in a limited time;
- Ability to establish and maintain effective working relations with co-workers in an international and multi-disciplinary work environment;
- Project management skills;
- High degree of commitment and flexibility;
- Excellent communication skills in English, both orally and in writing;
- Excellent drafting skills.

Any of the following elements represent an advantage: (adapt to your needs):

- Knowledge of Greek is meritorious.

Am I eligible to apply?

You must meet the following eligibility criteria when you send your application:

General conditions:

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria at the time of the application deadline:

- Be a national of a Member State of the European Union (EU) and enjoy his or her 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

The EU institutions apply an equal opportunities policy and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Specific conditions - Languages requirements for the FG III CAST test:

Language 1: minimum level C1 in one of the 24 official EU languages

Language 2: minimum level B2 in English, French or German; must be different from language 1

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 (Croat), 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>)

For the current vacancy we require:

	Listening	Reading	Spoken Interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
Greek:	B2	B2	B2	B2	B2

Specific conditions - qualifications & professional experience

For function group III:

- a level of post-secondary education attested by a diploma; or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years; or
- where justified in the interest of the service, professional training or professional experience of an equivalent level

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)

How to apply

The interested candidates should send their application respecting the deadline of the vacancy to the following email address:

Send your CV and motivation letter to: Ioannis.HADJIYIANNIS@ec.europa.eu

Mention the Vacancy Reference: GF3-01-29

Mr Ioannis HADJIYIANNIS, Head of Unit +30 21 4416 5821

Selection procedure

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

Candidates selected for interviews will be invited to sit an [EPSO CAST exam](#) relevant to the function group (unless they have already successfully passed the exam).

The request to sit the [EPSO CAST](#) exams does not commit in any way the European Commission to offer a Contract Agent position, should they succeed the test.

During the recruitment process, candidates will be requested to supply documentary evidence, in original, in support of the statements made in the application.

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.

For more information on the Contract Agent positions please consult the following [EPSO page](#).

Should a position be offered, candidates are required to undergo a mandatory medical analysis and physical check-up with our selected medical service.

Contract agents carry out tasks under the supervision of officials or temporary staff members.

