



EUROPEAN COMMISSION

Directorate General for Structural Reform Support

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## ADMINISTRATIVE SUPPORT AGENT - Unit Assistant

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**Vacancy:** Contractual Agent (3b) FGII

**Vacancy Reference:** GF2-B3-17

**Where:** DG REFORM – Unit B3 - Brussels

**Publication:** from 19/05/2022 to 03/06/2022

### 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 the TSI (Technical Support Instrument), which is an integral part of the Recovery Plan and which will help Member States to prepare for the use of the different funds. 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.

The vacancy is in the Sustainable Growth and Business Environment Unit (REFORM.B3) which is in charge of technical support projects in the fields of competitiveness and sustainability.

## **We propose**

A Contractual Agent function group II post in charge of providing administrative and secretarial support to the Head of Unit and the members of Unit B3 responsible for Sustainable Growth and Business Environment. In particular:

- Provide daily assistance to the Head of Unit for administrative coordination and follow up of tasks and procedures related to the Unit activities and will ensure the proper application of the administrative procedures by the Unit.
- Manage functional mailboxes related to the Unit activities and provide assistance by answering the telephone, filtering calls and taking messages, responding to general inquiries. Manage the calendar of the Head of Unit.
- Provide administrative assistance and support on missions, prepare and follow-up reservations, mission order and fees declarations.
- Register, filter and archive the correspondence using ARES and Ares-look, attribute correspondence according to the task division within the Unit, manage the Unit virtual entity in ARES, monitor the deadlines and ensure that incoming messages are attributes and followed up in the Unit and that deadlines are respected.
- Assign briefings in BASIS and requests for input and/or participation in Inter-service consultations (ISC) and Inter-service steering group (ISG) meetings and monitor the delivery of the input or the participation of the unit members within the assigned deadline.
- Prepare/copy correspondence for transmission in Ares and use appropriate workflows in e-signatory, draft and handle the layout and quality check of documents using Legiswrite, Eurolook, Excel and/or PowerPoint and contribute to the administrative quality checks on files for signature.
- Ensure the logistical support for the organisation of internal and external events such as meetings, workshops, conferences and public events, including reservation of the rooms, technical support and assist in welcoming the visitors in accordance with security rules (e- pass registration for external visitors).
- Manage absences, holidays, sick leaves etc. in Sysper.

## **We look for**

As the ideal candidate, you should combine excellent organisational and communication skills. You should have the ability to manage deadlines, including tight deadlines, monitor ARES, BASIS, DECIDE and other types of input in relation to the activities of the Unit, as assigned by the Head of Unit. You should be pro-active, able to multi-tasks and be detail-oriented in order to ensure the accuracy of the correspondence that leaves the unit.

The candidate should be able to work independently as well as a part of a team together with the other Unit assistant.

The ideal candidate is a committed and enthusiastic colleague with a good sense of responsibility and initiative, service-minded, able to prioritise work and ready to work in a challenging environment.

Previous professional experience in the Commission would be an advantage. Having successfully passed a CAST FG II test would also be an advantage.

The ability to draft and communicate effectively in English is essential. Knowledge of other Member States' languages would be advantageous.

Any of the following skills or competences represent an advantage:

- Work experience in operational and administrative support and resources, information and document management – 1 year

### **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**

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>)

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

##### **For function group II:**

- 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 to: REFORM-B3@ec.europa.eu

Mention the Vacancy Reference: **GF2-B3-17**

Contact details: Mr Kaspar Richter, Head of Unit, Ms Milena Raykovska, Deputy Head of Unit

## **Selection procedure**

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.