

**VACANCY NOTICE FOR THE POSITION OF
Expert - Institutional Relations - Temporary Agent (AD6)**

Reference no. EEA/AD/2023/1

Please send us your application by no later than 13 February 2023 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition to establish a reserve list from which to recruit one or more institutional relations experts for the EU Agencies Network Shared Support Office based in Brussels.

THE SHARED SUPPORT OFFICE:

The EU Agencies Network (hereafter EUAN) is a platform of collaboration between 49 EU Decentralised Agencies and Joint undertakings that collectively compose it. The Shared Support Office (hereafter SSO) was formally set up in March 2018 and is currently composed of four staff members and two trainees.

Since its establishment, the SSO has been playing a coordination role in the activities of the Network and served as a single point of contact for EU institutions to convey messages and positions on horizontal issues of common interest for EUAN members. The SSO also provides essential administrative and advisory services to the Coordinating Agency chairing the Network for a rolling period of twelve months.

More information on the Network, its Members and the new multiannual strategy can be found here: <https://euagencies.eu/>

JOB DESCRIPTION:

Under the responsibility of the Head of the SSO, with a view to enhancing external relations, public image and reputation of the Office, the expert shall be responsible for coordinating outreach and engagement activities with key business partners and EU institutions. This will primarily involve working within projects and/or initiatives and require advanced institutional relations competencies.

The position will entail the following main responsibilities:

- Promoting and contributing to EUAN activities in the area of institutional relations;
- Influencing, contributing, consolidating and implementing policies in an inter-institutional and multi-stakeholder environment;
- Fostering relationships with institutions and external partners, acting as key contact point and ensuring a constant flow of information and initiatives relevant for the work of the SSO;
- Developing and enhancing dialogue with institutions and stakeholders that help to generate trust, awareness, and interest in the work of the EUAN;
- Organising, promoting, and executing internal and external events in support of the EUAN Work Programme implementation (e.g. interaction with European Institutions, organisation of multilateral forums, etc.);
- Processing requests to the SSO, act as a focal point on various policy topics providing guidance and advice thereon, and participate in various initiatives and projects;
- Ensuring the effective mapping, monitoring and analysis of the institutional and stakeholder environment, providing technical and administrative support, producing comprehensive communications, notes and reports as needed;
- Contributing to wider institutional activities relevant for the work of the SSO;



- Providing support in other areas of the work of the SSO, according to needs and priorities, as determined by the Head of Office.

ELIGIBILITY CRITERIA:

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

- a) Successful completion of university studies attested by a degree of at least 3 years; OR where justified in the interests of the service, professional training of an equivalent level;
- b) A minimum of 3 years of relevant professional experience after award of the university degree.

In addition, in order to be eligible a candidate must:

- Be a national of one of the EU member countries;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the official languages of the EU member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the Common European Framework of Reference for languages [CEFR](#));
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

SELECTION CRITERIA:

(In your application, please provide examples from current or past work experience where these competencies have been applied).

Essential:

- Demonstrated experience in coordinating institutional relations, including policy analysis, networking and stakeholder engagement within the European institutional and policy making environment;
- Demonstrated experience in establishing effective collaborative partnerships;
- Demonstrated project management skills and/or experience, including delivery of projects involving a variety of stakeholders;
- Excellent communication skills and proven experience in the planning and organisation of meetings, including delivery of sensitive written communication and/or social media interaction;
- Experience in coordination roles involving the promotion, collection, analysis and consolidation of input from multiple stakeholders or institutional actors;
- Excellent command of written and spoken English language, at C1 level in all categories featured in the [Common European Framework of Reference for Language](#).

Advantageous:

- Experience working with or in EU decentralised Agencies and Joint Undertakings;
- Professional experience in working in at least one of the following areas related to the SSO activities:



1. Human Resources;
 2. Finance and Budget;
 3. Procurement;
 4. Communication;
 5. Information & Communication Technologies;
 6. Data Science, with a special focus on people analytics;
 7. Other shared services.
- Strong advocacy and diplomacy skills and experience animating and coordinating large networks;
 - Proven experience navigating and working in complex environments;
 - Good knowledge of French or German, at least at level B2 in all categories featured in the [Common European Framework of Reference for Language](#).

Candidates invited to the written test and interview stage will also be assessed against the following behavioural competencies:

- Excellent interpersonal skills and ability to interact with a wide range of people;
- Excellent verbal and written communication skills;
- Diversity awareness and sensitivity;
- Enthusiasm, flexibility and ability to work under pressure;
- Ability to work collaboratively and share expertise with others to deliver on common work goals;
- Ability to deliver effectively under high workload and adapt to a politically sensitive environment;
- Service orientation and ability to understand stakeholder needs and requirements to ensure the delivery of high-quality results;
- Ability to seek out learning opportunities proactively, to handle situations and problems with innovation and creativity.

CONTRACTUAL CONDITIONS:

The successful candidate will be offered a Temporary Agent contract in accordance with Article 2f) of the [Conditions of Employment of Other Servants of the European Communities](#). The candidate selected for the EEA will be employed for an initial time period of four years, renewable. For other EU Decentralised Agencies and Joint undertakings, the contract duration may vary depending on the contract policy applicable.

Successful candidates who are recruited undergo an initial probation period of 9 months.

For information on salary, please see information published under [Temporary Agents](#).

The place of work will be Brussels, Belgium.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Temporary Agents. These rules specify that:

“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.

An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or



payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2).”

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see:

[Staff Regulations](#)

SELECTION PROCEDURE:

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the publication of [names of Selection Committee members](#).

Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria.

The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 20). Should the case arise that there are various candidates scoring the same number of points in the 20th ranking, the number of candidates to be invited may be increased accordingly to accommodate this.

The interview will be held in English and the candidate’s knowledge of other languages may also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in English, in the area of expertise required for the post. The test and the interview will take place online.

At the end of the interviews the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the appointment of the successful candidate and the establishment of a reserve list for the post advertised or similar posts that may become available. There may be conducted follow-up recruitment interviews with the suitable candidates. Candidates shall note



that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2024** and may be extended at the discretion of the Appointing Authority. The reserve lists may also be used for filling additional posts in the SSO.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.