

VACANCY NOTICE FOR THE POSITION OF

Expert EU institutional relations – Temporary Agent (AD 8)
Reference no. EEA/AD/2021/7

Please send us your application by no later than 20 October 2021 at 23:59 (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to recruiting a temporary agent to work as Expert within the area of EU institutional relations and further with a view to establishing a reserve list.

THE AGENCY:

The EEA is an Agency of the European Union (EU) and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

JOB DESCRIPTION:

Under the responsibility and reporting to the Head of Programme Coordination and Strategy (CAS) (see organisational chart), the Expert shall be responsible for work within the area of EU institutional relations.

The position will entail the following tasks:

- Coordinating and fostering of EEA's strategic interactions with the European Commission, European Parliament, Council and Permanent Representations, European Economic and Social Committee and European Committee of the Regions, including representation of EEA at key meetings and events;
- Advising the EEA's senior management on strategic inter-institutional matters, including monitoring and analysing of new policy trends and developments at EU level to provide timely and relevant knowledge support;
- Leading EEA's presence in Brussels as liaison towards the European Institutions, Permanent Representations and other EU Agencies in relation to the EEA mandate;
- Coordinating activities and exchanges with other EU agencies under the remit of the European Parliament's ENVI committee (<https://www.europarl.europa.eu/cmsdata/197427/agencies-under-envi-remit-07-2019.pdf>);
- Responsible for monitoring of new legislative proposals and its implementation, including coordination of the EEA's technical support to the EU institutions during the legislative process;

- Coordinating of the EEA's interactions with the European Commission, in particular DG Environment and DG Climate action, including the organisation of regular high level bilateral meetings;
- Ensuring timely communication on upcoming important EEA activities and product decisions to the European Commission, the EEA liaison MEP and other relevant MEPs, Council and Permanent Representations;
- Monitoring and analysing of strategic new policy trends and developments at EU institutional level, relevant for the EEA and communicating to EEA's senior management;
- Initiating and coordinating proactive EEA contributions to the EU policy process; promoting the use of EEA's expertise during new EU policy development and maintaining effective networking within EU institutions and agencies;
- Advising the Head of CAS on strategic political interinstitutional matters and cooperation opportunities at EU level;
- Initiating and coordinating long-term, pro-active and systematic support to the Presidencies/Troikas; including increased alignment of EEA activities with Troika/Presidency calendars/priorities;
- Preparing the EEA's senior management for key interactions with the EU institutions;
- Contributing to the activities of the Heads of EU Agencies network.

SELECTION CRITERIA:

Essential:

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

- Professional work experience of at least 5 years with EU institutions or with other EU public bodies (especially European Commission, European Parliament, Council of the European Union);
- Demonstrated knowledge of procedures related to the development of new EU legislation;
- Good understanding of the EU political environment;
- Good knowledge of the EU regulatory framework for Environment and Climate Change;
- Professional work experience in networking and engaging with broad range of stakeholders;
- Excellent written and verbal communication and interpersonal skills, with a demonstrable ability to establish and maintain effective working relationships in a multicultural environment*;
- Excellent command of written and spoken* English language, at least at level C1 in all categories according to the [Common European Framework of Reference for Language](#).

* Will only be tested at the stage of interview/written test.

Advantageous:

- Experience in managing smaller teams composed of staff with different expertise and roles;
- Professional experience in handling of procedures related to the development of new EU legislation;
- Good knowledge of French, at least at level B2 in all categories according to the [Common European Framework of Reference for Language](#).

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 where the normal duration of university education is 4 years or more OR successful completion of university studies attested by a degree relevant to the field concerned where the normal duration of university education is at least 3 years;
- b) A minimum of 9 years (with a 4 year diploma) OR 10 years (with a 3 year diploma) of relevant professional experience after award of the university degree. Please note that professional experience pursued on a part-time basis shall be calculated pro rata. A given period may only be counted once.

Please note that only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

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

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Turkey);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries, and a satisfactory knowledge of another of these languages;
- 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.

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 selected candidate will be employed for an initial time period of four years, renewable.

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

For information on salary, please see information published under Temporary Agents.

Should the successful candidate currently hold a Temporary Agent 2(f) contract and qualify for a transfer under the terms of the CEOS, the band width for this position which can be accommodated is in accordance with Annex I of the Staff Regulations.

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 8 candidates). Should the case arise that there are various candidates scoring the same number of points in the 8th 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 will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test 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. This usually follows from follow-up recruitment interviews conducted by the Appointing Authority 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 2022 and may be extended at the discretion of the Appointing Authority.

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.