



Call for applications

ORG.1.A

Junior Policy Team - Temporary Agents (AD5) - Policy DGs and the Legal Service

REFERENCE: 2023/TA/JUNIOR POLICY TEAM

CONTRACT TYPE: TEMPORARY AGENT

GRADE: AD5

LOCATION: BRUSSELS

CLOSING DATE FOR APPLICATIONS: 23 MAY 2023 AT 10:00 (CET)

INDICATIVE STARTING DATE: SEPTEMBER 2023

I. CONTEXT

The General Secretariat of the Council (GSC) is launching a call for interest for a pilot programme called 'Junior Policy Team' (JPT).

The GSC seeks to be an attractive employer while securing for the institution the services of officials and agents of the highest standards of ability, efficiency and integrity, recruited on the broadest possible geographical basis from among nationals of Member States of the Union.

Building a more diverse and balanced workforce, including with regard to age structure, offers tangible benefits in terms of diversity of skills, thought and creativity. It also better reflects different parts of society within the Union. The GSC's Diversity and Inclusion strategy for the period 2021-2024 includes age as a specific diversity parameter for which distinct objectives are set (see point VIII).

The JPT programme (hereafter 'the programme') consists in the establishment of a team composed of a maximum of eight Junior Policy Administrators (hereinafter 'JPAs') after an internal selection process open to non-permanent staff and to current and recent trainees, with the aim of providing ample opportunities for learning and development.

JPT members will be offered a post comprising activities in several policy and legal support areas. The programme has a training and development dimension that will enable selected candidates to enhance their skills and institutional knowledge, preparing them for other assignments within the GSC. Additionally, by having the opportunity to work in several departments and to receive professional training, they will gain cross-service experience that will be valuable to the GSC.

JPAs selected will be offered contracts as temporary agents (under Article 2(b) of the Conditions of Employment of Other Servants (CEOS)) in function group AD, grade 5, for 36 months.

As part of their contract, JPAs will carry out temporary assignments in two different Directorates-General of the GSC in Brussels.

Selected candidates may be able to participate in any internal competitions during their service.

The dates indicated in this call must be considered indicative and may be subject to change. All changes will be duly communicated to candidates via email.

II. ELIGIBILITY¹

II.1. GENERAL CONDITIONS

In line with the objectives of this programme, eligible candidates must have a maximum of three years of professional experience by the closure of this call and fulfil the conditions laid down in Article 28 of the Staff Regulations and in Article 12(2) of the CEOS.

Specifically, on the date of the closure of the call, candidates must:

- be a national of one of the Member States of the Union,
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of duties;
- be physically fit to perform duties.

II.2. POSITION ON THE DATE OF THE CLOSURE OF THE CALL

On the date of the closure of the call for applications, candidates must fulfil the following conditions:

be a current trainee under a traineeship agreement in force at the time of the call or in force at any moment in time in one of the 2021 or 2022 traineeship intakes, or be in a position of active employment within the GSC, in one of the following positions:

(i) contract agent in function group IV;

(ii) temporary agent in the AD function group; in the case of temporary agents recruited under Article 2(b) of the CEOS, candidates remain eligible if they have not served more than three years under their current contract on 1 September 2023.

II.3. EDUCATION

Candidates must, on the date of the closure of this call, have a level of education that corresponds to completed university studies of at least three years attested by a diploma, having full legal effect in the Member State of issuance and, for diplomas issued in a third country, recognised by the competent authority of a Member State. Candidates applying for the post in the Legal Service must have a level of education that corresponds to completed university studies in Law of at least three years, attested by a diploma.

II.4. PROFESSIONAL EXPERIENCE

All candidates for the JPT programme must, on the date of the closure of this call, have a maximum of three years of professional experience. Only professional experience acquired after obtaining the diploma giving access to the programme will be taken into account. Where a candidate has several university degrees referred to in section II.3, professional experience acquired after the first of those degrees was obtained will be taken into account.

The duration of periods of professional experience will be calculated in accordance with the provisions of Decision No 18/2015 of the Secretary-General of the Council adopting general implementing provisions on the criteria applicable to classification in step upon recruitment of officials or engagement of temporary staff by the General Secretariat of the Council. Contrary to the provisions of Article 2(3) of this Decision, no traineeship, either in GSC or elsewhere, will be calculated towards that experience.

¹ Only candidates who comply with the eligibility criteria will be considered for further steps of this selection procedure.

II.5. KNOWLEDGE OF LANGUAGES

Candidates must:

- Have a thorough knowledge of one of the 24 official languages of the European Union² (equivalent to at least C1 level of the Common European Framework of Reference for languages, CEFR)³.
- Have a satisfactory knowledge of English (equivalent to at least B2 level of CEFR) in accordance with the interests of the service, which require that successful candidates be immediately operational and capable of communicating effectively within the institution in the course of their everyday work. English is the language which is most commonly used by staff members of the GSC for internal communication. Knowledge of French will be considered as an asset for the posts in policy DGs.
- Have a very good knowledge of French for the post in the Legal Service.

II.6. VERIFICATION OF ELIGIBILITY

The Staffing and Mobility Unit (SMU) will check the eligibility of the pre-selected candidates against the criteria set out in points II.1, II.2, II.3, II.4 and II.5 at any time during the selection procedure. The SMU may ask candidates to provide supporting documents related to any of the eligibility conditions, including the academic and professional experience declared in the application.

At any point in time during the process, candidates may be asked to provide copies (scanned or paper copies) of the documents attesting their academic and professional experience declared in the application. Original documents may be requested if the candidate is selected by the selection panel and, in such case, the provision of the original documents will be a prerequisite for recruitment. In cases where recruitment is made solely on the basis of scanned copies, candidates may be requested to provide the original documents at a later stage, after taking up duties.

III. APPLICATION

Candidates who fulfil the eligibility criteria can apply to this call via the [EU Survey platform](#) from 11 May until 10:00 CET on 23 May 2023. The call will be published on Domus and shared via email with potential candidates.

[The application form](#) includes several fields to be filled out, including age, motivation and a number of knowledge-based questions linked to the field of activity of the Directorates-General (DGs) selected. Candidates can apply for a maximum of two posts in two distinct DGs.

IV. SELECTION PROCEDURE

The selection procedure consists of the following stages:

1. Pre-selection

The SMU will run a first screening of applications received against the eligibility criteria set out in points II.1, II.2, II.3, II.4 and II.5. This preliminary screening will be carried out on the basis of the information declared by candidates. Where possible, the information available in HR IT systems (statutory link, length of professional experience at the GSC) will be checked too. Together with representatives of the relevant services, the SMU will establish a pre-selection ranking based on motivation, previous experience (e.g. linked to policy and legal work) and answers to knowledge-based questions. This ranking will be submitted to the selection panels. At this stage of the selection procedure, the SMU reserves the right to pass applications on to other GSC services than those indicated by the candidates in their application.

² The official languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

³ Self-assessment test CEFR <https://www.coe.int/en/web/portfolio/self-assessment-grid>

The applications of candidates who, on the closing date of this call, and on the basis of this screening, do not fulfil the eligibility criteria, will not be admitted to the next steps of the selection procedure. A full verification of the files of pre-selected candidates after the first screening will be carried out at a later stage, as described in point II.6.

2. Computer Based Testing (CBT)

All pre-selected candidates will be invited to sit reasoning tests in FG IV in the June session of the [CAST permanent procedure](#) (unless they have already passed it). They are therefore asked to create an [EPSO account](#) and register on a valid **CAST P FG IV** list in any profile. Tests will be taken remotely (online) and will be proctored. It will not be possible for candidates to choose testing dates other than those indicated. No alternative arrangements will be possible. The results of the CBT test will be communicated to candidates via their EPSO account.

Should exceptional conditions prevent the computer-based testing from taking place within a reasonable time, the SMU may decide not to hold the computer-based testing and to waive this step of the selection process. The SMU may also decide to organise reasoning tests internally.

3. Selection interview

All pre-selected candidates will be invited to sit a selection interview via videoconference. Selection interviews will take place between the middle of June and the middle of July 2023.

On the basis of the candidates' applications and the selection interviews, the assessment of the comparative merits of candidates will be carried out by the selection panel by taking into consideration the following criteria:

- the motivation to join the programme and the ability to contribute to the General Secretariat of the Council as an Administrator;
- the knowledge and understanding of the DG the candidate has applied for, of the Council's main political priorities and policies, of the role of other EU institutions in the political decision-making process and of the EU's values;
- the candidates' oral and written communication skills;
- general competencies [in line with the GSC Competency Framework](#).

The panel interview will be conducted in English. The candidate's knowledge of French will also be assessed. The panel interview for the post in the Legal Service will be conducted in English and French.

For each vacant post in the same DG, a selection panel will be established. The first candidate selected by each panel will be offered the opportunity to start the programme in September 2023 subject to the successful completion of the CBT reasoning tests. The rankings will remain valid for two years.

V. SELECTION PANEL

Candidates will be informed of the composition of the relevant panel when being invited to the interview. Candidates are strictly forbidden from making contact with any members of the selection panel about any matter related to this selection procedure, either directly or indirectly. Any infringement of this rule will result in disqualification from the selection procedure.

VI. RECRUITMENT AND CONTENT OF THE PROGRAMME

If successful in the selection and provided their eligibility is confirmed, successful candidates will receive a formal employment offer as a temporary agent in function group AD, grade 5, for three years, within the meaning of Article 2(b) of the CEOS.

Candidates already engaged as temporary agents by the GSC will be offered a contract for the remaining period allowed under the provisions of the CEOS, if less than three years. Any renewal of that contract will be governed by the provisions of the CEOS.

One of the key aspects of the programme is the opportunity to experience the work of several DGs, by the means of job rotation and job shadowing. In this context, the JPAs will carry out their tasks during the first year of the programme in the 'home' Directorate-General – TREE, JAI, LIFE, RELEX, GIP, COMPET, ECOFIN or JUR. The Staff Development Unit will support the DGs and selected candidates in the choice of useful training from the GSC and interinstitutional learning catalogues.

Even within the first few months, the JPAs will become acquainted with the work of the 'paired' DG through job shadowing. In this context, DGs will be paired during the establishment of the programme.

After the first year of the programme, the JPAs might spend some time in the paired DG to work on one or more specific files, after which they will return to work in their home DG until the end of the programme, where they will also be familiarised with the work of a third policy DG or the Legal Service through job shadowing.

Part of the programme will involve experience of one or more of the shared services, which can take place via several means, including job shadowing in DG COMM, a visit to DG LING or participation in EUCO/multilateral summits.

VII. DIVERSITY & INCLUSION

The GSC is committed to diversity and inclusion. We actively seek diversity and promote inclusion among staff. We embrace all differences based on geographical and demographic characteristics and identities and strongly believe that diversity enriches our perspectives, improves our performance and increases our well-being. We therefore encourage applications from qualified candidates from diverse backgrounds, across all abilities and on the broadest possible geographical basis amongst the EU Member States. For more information click [here](#).

VIII. APPEAL PROCEDURE

For more information on means of redress please use the following [link](#).

IX. INDICATIVE CALENDAR ⁴

Opening of the call for expressions of interest	11 May 2023
Closure of the call and registration on the EPSO database	23 May 2023 at 10:00 (CET)
Results of the first screening of eligibility communicated to the candidates	31 May 2023
Registration on the EPSO CAST P database	by 7 June 2023 (12:00 CET) – hard deadline
CBT invitation, if applicable	16 June 2023
Booking period for CBT test	16 – 21 June 2023

⁴ The dates indicated in the indicative calendar may be subject to change.

CBT testing days (remote)	27 – 29 June 2023
Panel interviews	mid June – mid July 2023
Results of CBT tests	18 July 2023
Results communicated to candidates	End of July 2023
Medical examination, where applicable, and validation of documents	August 2023
JPT start (tentative date)	1 September 2023

Job Description 2023/ TA AD5/ Junior Policy Team – Political Administrator

Functions and duties

to be performed in line with the GSC horizontal profile applicable for your function group and the corresponding GSC Competency Framework:

<https://www.consilium.europa.eu/media/38451/administrator>

POLICY and POLICY DEVELOPMENT

- Contribute to the preparation, coordination and follow-up of the work of the European Council and/or Council, their preparatory bodies and special committees
- Draft documents related to the activities of the European Council and/or Council and their preparatory bodies, including notes and briefs in the context of the preparations of Council and/or Coreper meetings
- Draft high-quality and well-structured briefing notes for the Presidency, the Secretary- General, the President of the European Council and, where relevant, the President of the Eurogroup
- Provide oral briefings on the state of play of dossiers to the President of the European Council, the Presidencies and the hierarchy
- Provide general and file-specific advice to the Presidency and the Council, and maintain regular contacts with the relevant counterparts
- Provide advice, as appropriate, to the President of the European Council and/or members of the Council, the Presidencies and the Secretary-General
- Provide the Council and the Presidency with the expertise and assistance necessary for the efficient handling of files subject to the ordinary legislative procedure
- Analyse political dossiers with a view to facilitating decision-making
- Communicate and cooperate with internal and external interlocutors and Maintain relations with the relevant services in the European Parliament, the European Commission, and the GSC
- Follow horizontal matters relevant to the field covered by the DG
- Carry out research related to assigned files, and brief the hierarchy on the relevant findings
- Ensure the smooth adoption of legislative and non-legislative files via Coreper and Council

INTER-INSTITUTIONAL RELATIONS

- Ensure the coordination, preparation and follow-up of the Council's replies to parliamentary questions
- Follow and report on relevant meetings of the European Parliament and other EU institutions and bodies
- Contribute to the preparation and conduct of international negotiations, and to the coordination of the EU position in international fora
- Advise and assist the Presidency and the Council in their relations with other EU institutions and bodies and with national parliaments, and maintain regular contacts with relevant counterparts

Furthermore, the jobholders need to possess:

- an excellent knowledge of English and be able to draft clear and concise texts in this language; proficiency in French is an asset
- a knowledge of the European Union's policies and of the role of the European Council and Council and their decision making process
- the ability to handle information with discretion

- excellent judgment and problem-solving skills (key competency);
 - the ability to work in an organised and precise manner and meet critical/sensitive deadlines;
 - the ability to adapt to fast moving requirements of the service (key competency);
 - a strong sense of responsibility (key competency);
 - the ability to anticipate and identify potential problems and to solve them;
 - the necessary flexibility to replace colleagues and to work flexible hours, if necessary.
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Job Description 2023/ TA AD5/ Junior Policy Team – Legal Adviser

Functions and duties

to be performed in line with the GSC horizontal profile applicable for your function group and the corresponding GSC Competency Framework:

<https://www.consilium.europa.eu/media/38451/administrator>

OVERALL PURPOSE

Under the authority of a Director or a Head of Unit, give legal opinions and assist the Council and/ or GSC departments in ensuring the legality of the legal acts they adopt.

LEGAL ANALYSIS, ADVICE and ASSISTANCE

- Give advice and oral or written opinions on legal and institutional questions to the Council and/or its preparatory bodies and/or the different GSC services
- Advise the Presidency and/or the GSC in contributing to finding legally correct and acceptable solutions for the body concerned
- Follow the proceedings of one or more Council preparatory bodies or of the Council itself (taking part in meetings and, if appropriate, briefings)
- Contribute to ensuring the legal certainty of Council acts, the quality of drafting and compliance with the applicable rules and procedures
- Assist and represent the Institution in disputes and, where appropriate, represent it in cases before the EU's courts
- Carry out conceptual work, studies and legal analysis

Furthermore, the jobholders need to possess:

- the university degree in Law
- an excellent knowledge of English and be able to draft clear and concise texts in this language, and proficiency in French
- a solid knowledge of the legislation of the EU, the European Union's policies and of the role of the European Council and Council and their decision making process
- the ability to handle information with discretion
- excellent judgment and problem-solving skills (key competency);
- the ability to work in an organised and precise manner and meet critical/sensitive deadlines;
- the ability to adapt to fast moving requirements of the service (key competency);
- a strong sense of responsibility (key competency);
- the ability to anticipate and identify potential problems and to solve them;
- the necessary flexibility to replace colleagues and to work flexible hours, if necessary.

Privacy Statement⁵
Information on the protection of your personal data
Junior Policy Team programme (JPT) – Ref. 395R00

1. Who is responsible for the handling of your personal data at the General Secretariat of the Council (GSC)?

Head of the Staffing and Mobility Unit – ORG 1.A

Staffing.mobility@consilium.europa.eu

2. Contact details of the GSC's Data Protection Officer.

Data Protection Officer

data.protection@consilium.europa.eu

3. What categories of personal data do we handle?

The application sent via EUSurvey, including the following personal data: first name, surname, citizenships, date of birth, gender, type of the identity document, identity document number and expiration date, statutory link, motivation, education and training, professional experience, knowledge of languages, contact details (email address, address, telephone number), CAST list of which they are laureates (if applicable), choice of DGs and additional uploaded documents (i.e. Curriculum Vitae and any other supporting evidence which the candidates deem appropriate to include) will be processed.

We process data related to your administrative situation, provided by the candidates and, for currently employed GSC non-permanent staff, recorded in Sysper (personnel number, first name/surname, nationality, gender, date of birth, entry date to the GSC, employment type, grade, professional experience).

As regards GSC's trainees, we also process the application for the traineeship as well as any supporting documents submitted to the Traineeship Office in connection with the application.

For each preselected candidate assessment grids are prepared, summarising performance at the different stages of the selection procedure as completed by the selection panel ("Assessment Grids"). The results of the preselection and selection are stored and processed for the purpose of the selection procedure and for overall management and follow-up of the JPT.

If candidates need special adjustments at the selection tests due to a medical condition, they need to submit supporting documents (e.g., medical certificates). Based on that information the appropriate arrangements are made.

4. For what purpose do we handle your personal data?

⁵ Your personal data is handled in accordance with Regulation (EU) 2018/1725.

To recruit junior temporary staff for policy DGs and Legal Service, as part of the Junior Policy Team programme (hereafter "JPT").

The JPT programme provides for the establishment of the JPT in the GSC after a selection procedure open to non-permanent staff currently employed within the General Secretariat of the Council and/or to current and recent trainees, with the aim to revamping the talent acquisition strategy, and preserving and further improving the GSC employment offer. JPT members are offered a post comprising support activities in several policy DGs and Legal Service. The training and development dimension of the programme will enable selected candidates to enhance their skills and knowledge, preparing them for several assignments within the GSC.

5. What is the legal basis for the handling of your personal data?

This processing of your data is lawful in terms of the provisions of the following provisions:

- Article 5(1)(a) of Regulation (EU) 2018/1725: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body".
- Article 10(2)(b) of Regulation (EU) 2018/1725 for health data: " the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject".
- Article 2 and 12 of the Conditions of Employment of Other Servants of the European Union.
- Decision No 26/2023 of the Secretary-General establishing the Junior Policy Team programme.

6. If the legal basis is consent, you can withdraw it by:

Not applicable

7. If the legal basis is a contract, are you obliged to provide us with your personal data and what are the consequences of not doing so?

Not applicable

8. If we did not receive the personal data directly from you for this purpose, how did we obtain it?

Not applicable

9. Who are the recipients of your personal data?

A limited and defined number of GSC staff and other actors are involved in handling the personal data on a need-to-know basis, namely:

- a) staff in the Recruitment Sector of the Staffing and Mobility Unit in charge of organising the selection, as well as their hierarchical superiors,
- b) the relevant departments within the Human Resources Directorate,
- c) the members of the Selection panels,

- d) the Appointing Authority,
 - e) in case of successful candidates: Security Office, as well as to other services of the GSC involved in the selection or recruitment process. (ORG 1. E.S1. Medical Service, ORG.5. Prevention and Safety),
 - e) if necessary, the Legal Advisers to the Administration,
 - f) if the candidate has signalled a need for reasonable accommodation, the Diversity and Inclusion Officer.
- Where necessary European Commission – EPSO and DG DIGIT.

10. Will your personal data be transferred to a third country or an international organisation? If so, what safeguards are in place, if any?

Not applicable

11. For how long will we keep your personal data?

The application files of candidates who were not eligible for selection will be destroyed six months after the end of the selection, provided that no candidate has initiated an administrative or judicial procedure. If such a procedure is initiated, personal data are destroyed at the end of the appeal period.

The application files of candidates who were not selected: the CVs are kept for 2 years from the closing date of the selection, provided that no candidate has initiated an administrative or legal procedure regarding the selection in question. If such a procedure is initiated, personal data are destroyed at the end of the appeal period.

For selected candidates: the application files are kept in their selection files under the responsibility of the Staffing and Mobility unit. Files are kept for 2 years after the end of the selection.

Any other document relating to the selection procedure, including the assessment grids, and the official correspondence with the candidates, will be kept as long as the ranking list is valid, provided that no candidate has initiated an administrative or judicial procedure. If such a procedure is initiated, personal data are destroyed at the end of the appeal period.

Data on disabilities or other circumstances to be considered during tests will be destroyed as soon as the selection is finalised.

EUSurvey IT Tool: the replies to the survey are stored, as a rule, in EUSurvey until the end of the response period. After the end of the response period, the replies (containing personal data of the respondents) will be integrated in the relevant file, saved on the server of the Staffing and Mobility Unit. The raw data will remain in the database linked to the EUSurvey IT tool 2 years after the closing date of the selection, provided that no candidate has initiated an administrative or judicial procedure. If such a procedure is initiated, personal data are destroyed at the end of the appeal period. After that they will be deleted from EUSurvey.

12. Does the handling of your personal data involve automated decision-making, including profiling? What are the consequences for you?

Not applicable

13. What are your rights⁶ and how can you exercise them?

You have the right of information and the right of access to your personal data.

You also have the right to correct and complete your data.

Under certain circumstances, you may have the right to obtain the erasure of your personal data, or the right to object to the handling of your personal data or to ask for it to be restricted.

You can exercise these rights by sending an e-mail to the person responsible for the handling of your personal data (see point 1), with a copy to the Data Protection Officer (see point 2).

With your request, you must provide a copy of an identification document to confirm your identity (ID card or passport). This document should contain an identification number, country of issue, period of validity, your name, address and date of birth. Any other data contained in the copy of the identification document such as photo or any personal characteristics may be blacked out.

(Not applicable to GSC staff)

14. Could your rights be restricted under Art. 25 of the Regulation (EU) 2018/1725?

Not applicable

15. You have the right to lodge a complaint with the European Data Protection Supervisor

edps@edps.europa.eu

Before you do so, it is recommended that you first try to obtain a remedy by contacting the person responsible for the handling of your personal data at the GSC (see point 1) and/or the Data Protection Officer (see point 2).

⁶ Articles 17 to 22 of Regulation (EU) 2018/1725.