



NOTICE OF RECRUITMENT N° IRC 200175

Post: ADMINISTRATOR
Parliamentary research administrator - Data Analysis (PG)
Temporary Agent, (Grade AD 5)

I. INTRODUCTION

The Greens/EFA Group in the European Parliament has decided to open the procedure for filling a post of Parliamentary research administrator - Data Analysis (PG) as Temporary Agent in its Secretariat in Brussels (Grade AD 5).

Equal opportunities

The Greens/EFA group is dedicated to providing equal employment opportunities, fostering diversity, and creating an inclusive, discrimination free and harassment free work environment. Therefore, we actively work on minimising the influence of our biases in our recruitment procedures, in particular related to but not limited to, ethnicity, national origin, race, age, gender identity and expression, sexual orientation, domestic circumstances, physical appearance, disability status, socioeconomic background and atypical careers. In case of equal appreciation on competence and suitability for the position, preference will be given to applicants from under-represented groups.

Place of employment

Brussels (Belgium). Occasional travel outside the place of work might be required, in particular several days per month to Strasbourg during the plenary session and to other Member States for short trips.

Availability of the post

The post will be available as from January 2026.

Recommendations

Before filling in the application form, please read the recruitment notice carefully. It provides precise information on the conditions for admission, and the selection procedure.

Closing date for applications

The closing date for applications is **14 of October 23:59 GMT +1.**

II. NATURE OF THE FUNCTION AND PROFILE

The selected candidate will join the Stakeholders engagement and Outreach unit of the Greens/EFA group and work on developing voting patterns and data for the Group. They will also analyse and record voting behaviour and will be contributing to the group's intelligence-gathering to identify key issues that resonate with the group's core audiences and allies in order to inform the Group and to tailor our messaging more strategically.

Tasks to be performed:

Parliamentary Analysis

- Develop the Greens/EFA parliamentary analysis tools. This includes the project management of the online vote result tool, the in-house data warehouse of vote data, and the delivery of projects aimed at disseminating existing parliamentary data to the rest of the group (such as databases of committee amendments and written questions).
- General support of users wanting to use the parliamentary analysis tools, including regular training sessions and needs assessments.
- Analyse vote results, ensuring records of politically relevant votes reach external stakeholders in real time when relevant.
- Intelligence for preparation of committee votes (analysing previous plenary votes on several similar issues to ascertain likelihood of gaining majorities for future votes).
- Conduct special analyses, upon request, to help our understanding of the positioning of groups and national delegations, to identify potential coalition partners, to analyse key votes from the mandate, to investigate when we lose a vote by a small amount or when groups are very split.

Contributing to the group's intelligence-gathering

- Identify key issues that resonate with our core audiences and allies and to tailor our messaging more strategically. This includes:
- Tracking of public opinion polls and Eurostat data releases, using data to inform our political strategy per audience/country and to boost our data-based policy-making.
- Project management of potential future group polling work: assist the polling needs together with the management team and involved offices, organising the tender and managing relations with the polling agency.

Requirements:

- Qualifications as laid down in heading III. B. 1;
- Knowledge of languages as set out in heading III. B. 2;
- At least 3 years of professional experience in line with the function;
- Experience in political data analysis, with expertise in tools such as Python, R and SQL, and knowledge of how to create and maintain databases;
- Experience with data communication to support political campaigns, committees, and stakeholders;
- Project management skills, including collaborating with external contractors.
- Excellent communication skills and being a team player.

Assets:

- Experience with and knowledge of the functioning of the European Parliament;
- Knowledge of the Green/EFA Group's values, positions and public presentation;
- Knowledge of the European institutions, EU legislation and decision-making process;
- Experience in working in a multi-cultural environment;
- An educational background in line with the nature of the function;
- Additional education or trainings in the field.

III. CONDITIONS FOR ADMISSION

The selection procedure is open to candidates who fulfil the following conditions **by the closing date for applications:**

A. GENERAL CONDITIONS

Under Article 12(2) of the Conditions of Employment of Other Servants (CEOS) of the European Union, candidates must:

- be citizens of an EU Member State, unless an exception is authorised by the authority referred to in the first paragraph of Article 6 of the CEOS;
- enjoy full rights as citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- meet the character requirements for the duties involved.

B. SPECIFIC CONDITIONS**1. Qualifications:**

Candidates **must have at least a level of education which corresponds to:**

- a) completed university studies of at least three years attested by a diploma, or
- (b) where justified in the interest of the service, professional training of an equivalent level.

2. Knowledge of languages

Candidates must have an excellent knowledge (level C2) of English and French for working purposes and a very good knowledge of at least one other official EU language.

Knowledge of other official languages of the European Union will be an asset.

3. Supporting documents required

In order to have a complete application, the following documents, organised in **2 PDF files** are required:

- **1st PDF file (APPLICATION)** composed of: a table of contents listing and numbering a CV, a cover letter and the signed application form. The application form must include the reference number of the selection procedure (IRC200175)
- **2nd PDF file (SUPPORTING DOCUMENTS)** composed of: a table of contents listing and numbering the required supporting documents, followed by the required numbered supporting documents.

Qualifications, professional experience, as well as linguistic knowledge must be set out in detail in the application form and **must** be accompanied by **supporting documents** (if not written in English, French or German, an unofficial translation is required).

Qualifications must be attested by the documents described in section III.B.1.

Professional experience must be justified by one or more supporting documents, from among those listed for guidance below:

- Employment contracts or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed, the precise working time (full or part-time) and the dates on which the professional experience began and, where applicable, ended,
- In the case of current professional activity, the initial contract together with the most recent salary slip as proof of the duration of that activity,
- In the case of self-employment, evidence of professional activity such as tax forms, VAT forms, trade register, social security documents, invoices, etc.

Linguistic knowledge must be backed-up by supporting documents, if not clearly ascertainable from the attached qualifications and diplomas. In the absence of such documents, candidates must clearly explain how they acquired this knowledge, **on a signed declaration** to be added to file composed of the supporting document (2nd PDF).

A curriculum vitae is not regarded as a supporting document.

IV. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

The selection procedure will be held on the basis of **qualifications and tests (oral and written)**.

1. A list of the candidates who have submitted their applications in the form required and by the closing date, and fulfil the general conditions (set out in heading III) will be drawn up by the President of the Selection Board.
2. Accordingly, candidates who:
 - do not meet the general conditions for admission,
 - submitted their application after the closing date (**14 of October 23:59 GMT +1**),
 - do not use and duly complete the official application form,
 - fail to sign their application form,
 - do not provide the supporting documents required in either English, French or German,
 - miss to send their motivation letter, application form, CV or supporting documents organised as described: 1) **first PDF file** (Application) with a table of contents listing and numbering a CV, a cover letter and the signed application form. The application form must include the reference number of the selection procedure (IRC200175). 2) **second PDF file**

(Supporting documents) with a table of contents listing and numbering the required supporting documents, followed by the required numbered supporting documents; by email to the indicated mailbox (Greens.HR@europarl.europa.eu),
 - do not quote the number of the selection procedure "IRC200175" as a reference in the subject of their e-mail,

will be excluded.

3. The Selection Committee will consider the applications, draw up the list of candidates who meet the specific conditions set out in heading III.B, and select, on the basis of previously established criteria, the candidates whose qualifications and duly attested periods of professional experience best match the duties to be carried out, as described in point II of the "Nature of the Function and Profile". It will base its decision on information given in the application form, the motivation letter and backed up by supporting documents.

Candidates who do not meet the conditions governing admission set out under section III.B or who have failed to substantiate their claims by means of relevant supporting documents within the time required will be excluded at this stage.

4. The application files will count for 20 points, only a maximum of 5 candidates with the best scores higher than 10 points will be admitted to the tests.
5. Candidates will receive an email informing them of the Selection Committee's decision on whether to admit them to the tests.
6. Please note that the Selection Committee may cancel the decision to admit a candidate to the competition if, at any stage whatever in the selection procedure, it finds that
 - they do not meet one or more of the general or specific conditions governing admission to the selection procedure, or
 - the claims made in their application are not substantiated by appropriate supporting documents or prove to be inaccurate.

V. INVITATION TO THE TESTS

Invitations to the tests will be sent by email. Candidates are responsible for notifying the Selection Board's secretariat of any changes in their particulars and/or address or email. The Greens/EFA Group cannot be held responsible for the non-delivery of email.

It is not possible to participate in the tests on any other day than the one indicated in the invitation email.

VI. TESTS

The Selection Board may decide to disqualify any candidate whose behaviour disrupts the running of the tests

A. WRITTEN TEST

Nature, duration and marking of the test

The written test will be held in English, on a topic chosen by the Selection Committee in an area relevant to the field of work as defined in point II. "Nature of the function and profile", to assess the candidate's knowledge of languages and their political and analytical skills as well as managing and writing abilities.

Duration of the test: 60 minutes

Marking: 0 to 40 points

Candidates scoring less than 20 will be eliminated.

B. ORAL TEST

Nature, duration and marking of the test

An interview with the Selection Board will be held in English, to assess the candidates' general knowledge, particularly of European institutions and policies, the ability to express themselves, their linguistic knowledge, the capacity to adapt to a multicultural environment, the sense for initiative, and general suitability for the duties within the Secretariat of the Greens/EFA Group as laid down in point II. of the current recruitment notice, taking account of all the information in the candidates' applications.

Duration of the test: 20 minutes

Marking: 0 to 40 points

Candidates scoring less than 20 will be eliminated.

VII. LIST OF SUITABLE CANDIDATES AND RECRUITMENT PROCEDURE

The Selection Committee will establish a list of a maximum of 5 best candidates whose marks on a total of 100 are the highest. The Authority Authorised to Conclude Contracts will select the candidate to be appointed from this list.

Other candidates included on the list of suitable candidates will be eligible to be recruited as the need arises in the Greens/EFA Group. The list of suitable candidates is considered as a reserve list for further possible recruitments under the same grading conditions.

The reserve list will have an initial validity of two years. It can be extended. If so, short-listed candidates will be duly informed.

VIII. APPLICATIONS

Application requirements

1. Required Documents (in one PDF file)

The candidate's application must include all of the following, scanned and saved as **a single PDF file**: table of contents, completed and signed application form, CV, Motivation letter, Reference number of the selection procedure: IRC200175

2. Supporting Documents (in a second PDF file)

The candidate must provide documents that prove that they meet the general and specific conditions governing admission to the selection procedure (see heading III), to enable the Selection Committee to verify the claims made in the application. This second PDF must: include a **contents page** (first page) listing and numbering all the documents, have **each page numbered** and include the requested supporting documents.

3. Applicants are reminded that, in accordance to point III.B.3. and IV 2., candidates whose qualifications and diplomas are in a language other than English, French or German are requested to attach (along with the proper document) a non-official translation in one of these languages.

4. Candidates who are offered a job will in due course be required to produce originals of their diploma, degree and employment certificates for verification.

5. Candidates with disabilities are invited to enclose details of any arrangements they may consider necessary to help them take the tests.

Submission instructions

- Send both complete PDF files to: Greens.HR@europarl.europa.eu
- Deadline: 14 of October, 23:59 GMT+1
- Subject line of the email: Include the reference number: IRC200175

Candidates failing to do so can be disqualified.

Important notes and rules

Any correspondence relating to an application must quote the number of the selection procedure, and must only be sent Selection Committee's secretariat in English and by email only (email address: Greens.HR@europarl.europa.eu). Candidates are requested not to contact via telephone.

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning this recruitment procedure. It reserves the right to disqualify any candidate who disregards this instruction.

Appeals and clarifications

Appeals and clarification requests should be addressed to Greens.HR@europarl.europa.eu; they will be acknowledged within three working days and receive a reply as soon as possible within a maximum of 15 working days.

Protection of personal data

The Greens/EFA Group ensures that applicants' personal data are processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security.

Brussels, 29th of September 2025