



NOTICE OF RECRUITMENT N° IRC 200199

Post: **ADMINISTRATOR**
2 Administrator advising on policy issues (PG) - Committee on Civil Liberties, Justice and Home Affairs (LIBE)
Temporary Agent, (Grade AD 5)

I. INTRODUCTION

The Greens/EFA Group in the European Parliament has decided to open the procedure for filling two posts of **Administrator advising on policy issues (PG) - Committee on Civil Liberties, Justice and Home Affairs (LIBE)** as Temporary Agents 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). Regular 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 **20th of October 23:59 GMT +1.**

II. NATURE OF THE FUNCTION AND PROFILE

The Administrators advising on policy issues fulfil a supranational function within the Greens/EFA Group Secretariat and assist all Greens/EFA Staff Members of the European Parliament in carrying out their duties.

Tasks to be performed:

- Take part in the preparation of parliamentary work including drafting reports, briefings, resolutions, amendments and voting lists and attend the meetings of the assigned committee;
- Assure close cooperation with team members, offices of concerned MEPs and close contacts to EP secretariat;
- Advising group Members on committee related issues in particular: democracy, rule of law and fundamental rights, including the protection of minorities; measures against discrimination other than those based on sex or those occurring at the workplace and in the labour market; freedom of movement; management of the Schengen area; visa policy;
- Liaise and negotiate with other political groups and with Commission and Council services; Prepare and follow-up conciliation and trialogue meetings;
- Keep Group Members informed about the work in the committee; take part in the work of the Group concerning the assigned issues, prepare dossiers for Group meetings;
- Do specific research and take part in the preparation of policy papers on key issues for committee and group priorities;
- Follow up outcomes of committee reports after adoption in plenary and of political priorities of the group in the assigned field;
- Cooperate with Green/EFA colleagues and colleagues of other political groups, the European Parliament and respective services within the European Commission on relevant policy issues;
- Network with political actors in the field, outside the European Parliament.

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;
- Very good knowledge of issues related to LIBE EP committee in particular the above mentioned issues;
- Strong knowledge of the institutional structure of the European Union, its activities and the legislative procedures; as well as of the functioning of the European Parliament;
- Very good writing skills and analytical capacities; very good organisational methodology and data management;
- Experience in working in a multi-cultural environment;
- Open-mindedness, communicative attitude and being a team player.

Assets:

- Interest in the political work of the Greens/EFA Group and knowledge of Greens/EFA policies and positions;
- Professional experience in the field as well as work experience in the European Parliament;
- 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 a very good knowledge (level C1) of English for working purposes and a 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 (**IRC 200199**)
- **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 (**20 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 (IRC 200199). 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 "IRC 200199" 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: IRC 200199

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: 20th of October, 23:59 GMT+1
- Subject line of the email: Include the reference number: IRC 200199

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, 06 of October 2025