

European Fast Stream (EFS)

The EFS is an accelerated training and development programme for graduates who ultimately want to work in the EU institutions. By joining the EFS, you become a UK civil servant and will work mainly on EU affairs. For two years you will receive training to prepare for the EU open competition. More on the EFS at <http://www.civilservice.gov.uk/jobs/FastStream/GraduateFastStream/EFS.aspx>



A word of advice:

If you are interested in working in or with the European Institutions, contacts are very important. A good way to start building a network is to work as an intern in one of the Institutions.

On our website, you will find more information on internships and useful tips and guidance on how to prepare for EU competitions. An electronic copy of this leaflet is also at your disposal to direct you to all the useful websites mentioned.

Seconded National Experts (SNE)

This scheme is only available to civil servants from EU Member States. Detailed information on UK SNEs is available at: <http://ukeu.fco.gov.uk/en/working-for-eu/civil-servant-opportunities> and http://ec.europa.eu/civil_service/job/sne/index_en.htm.

You can also email eustaffing@fco.gov.uk.

Consultancy and advocacy groups

- Examples of potential employers include:
- > Consultancy firms dealing with EU issues
 - > Organisations promoting their interests in Brussels
 - > NGOs dealing with EU affairs
 - > Law firms specialising in EU law

The main websites to look for such a job are www.eurobrussels.com or www.euractiv.com.

Other ways to work on EU affairs

- > The Secretariat of European political groups
- > Assistant to a Member of the European Parliament
- > Member State or third countries' representations to the EU
- > Representations of Regions to the EU
- > Interim: www.startpeople.be ...

Reminder of Useful Websites:

- www.eurobrussels.com
- www.euractiv.com
- http://europa.eu/epso/apply/index_en.htm
- http://ec.europa.eu/civil_service/index_en.htm
- <http://www.eu-onlinebook.eu>
- <http://bookshop.europa.eu/eubookshop/index.action>
- <http://eubookshop.com/17>

Jargon:

- **EPSO:** European Personnel Selection Office
- **CAST:** Competition to become a contractual agent

Good luck and let us know if you get there!

The EU staffing Team

Disclaimer:

This leaflet is provided by EU staffing Unit of the UK Representation to the EU for information purposes only. Its content is subject to the accuracy of the information provided by the Institutions. It should not be considered as a substitute for checking the details on the relevant websites.



UK
Representation
to the EU
Brussels

Career Opportunities in the EU Institutions

September 2010

- ❖ What types of jobs?
- ❖ Who can apply?
- ❖ How to apply
- ❖ What can we do for you?

Become an EU Official

Examples of the types of jobs available

The EU offers a wide spectrum of jobs. There are opportunities for lawyers, linguists, engineers, IT specialists, doctors, economists... Almost everyone! In this leaflet, we will however focus on the **Administrator** jobs (policy makers).

You can apply if you

- > Are a citizen of an EU Member State;
- > Have fulfilled any legal obligations to perform military obligations; and
- > Have strong knowledge of at least 2 EU languages.
- > A university degree or equivalent is usually needed.

How can I apply?

- > Create your EPSO account at <https://europa.eu/epso/application/passport/>.
- > Then send your application online.

How can I prepare for it?

- > Work on your languages (especially EU vocabulary).
- > Try the interactive tests on-line (EPSO).
- > Consult study guides on EU competitions (preferably not in your mother tongue).

Useful links for your preparation:

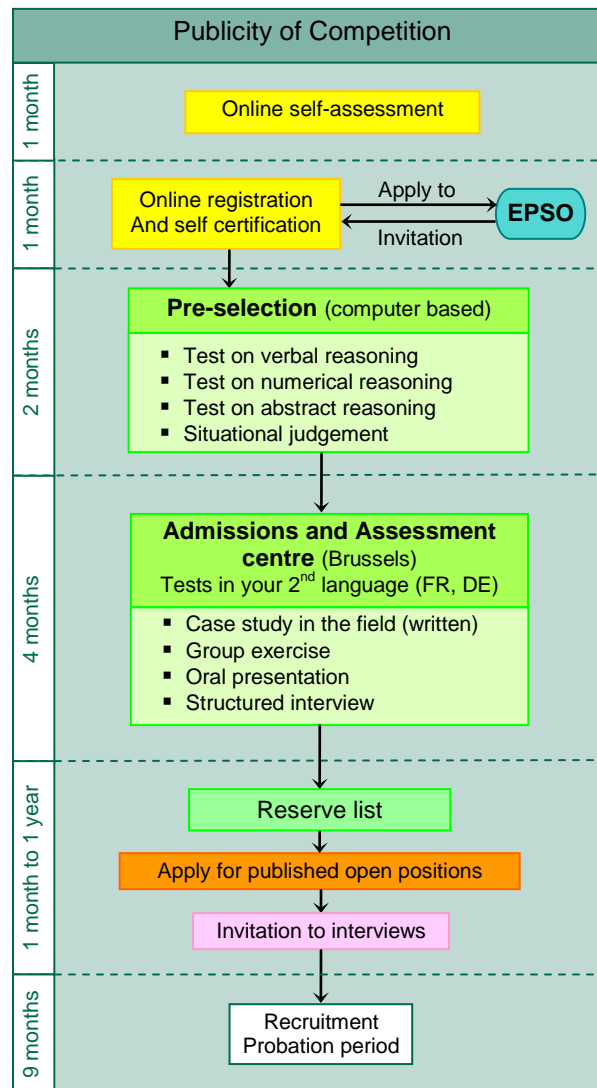
- Consult the EPSO page on competitions:
http://europa.eu/epso/apply/index_en.htm
<http://www.eu-onlinebook.eu>
- Find books on EU competitions at:
<http://bookshop.europa.eu/eubookshop/index.action>
<http://eubookshop.com/17>
- You may find training for pre-selection tests on websites such as:
<http://www.eustraining.eu/>

Tips:

- On-line applications are very detailed and time-consuming, so give your-self enough time. Also note that your application will only be checked after you have passed the pre-selection tests.
- More info on jobs, and on terms and conditions at:
http://ec.europa.eu/civil_service/job/official/index_en.htm

What is the selection procedure like?

- > The Administrator cycle starts in **March** each year.
- > The selection process has been reduced to a year.
- > If successful, the Institutions will keep your details for one year.
- > You will then have to lobby to get a position.
- > Once in post, you will have a 9 months probation period.



Contractual / Temporary EU agent

What is a contractual/temporary position?

- > Ad hoc positions to respond to urgent needs.
- > Contracts can last from 6 months to 6 years.
- > In an EU Institution or an EU executive agency.

Distinction between temporary and contractual

- > **Temporary agent:** hired for a fixed period of time (maximum 6 years). These positions are generally for people with some professional experience. More information at:
http://ec.europa.eu/civil_service/job/temp/index_en.htm.
- > **Contractual agent:** hired for a limited period of time (usually one year renewable). Positions can exceptionally be made permanent (mainly in EU agencies and delegations). These are open to a wide range of applicants. More information on grades for Contractual agents at:
http://ec.europa.eu/civil_service/job/contract/index_en.htm.

You can apply if you

- > Are a citizen from an EU Member State; and
- > Have a strong knowledge of one EU language and satisfactory level of a second EU language.

How can I find out about open positions?

- > Often check the CAST pages on EPSO's website.
- > Temporary positions are offered directly by the Institutions themselves. For details see the Institutions' websites or go to:
http://europa.eu/epso/apply/today/temporary_en.htm.

How can I apply?

- > Institutions now tend to recruit their contractual agents solely through the CAST, which is a simplified competition. To see if there are any CAST open go to:
http://europa.eu/epso/apply/today/contract_en.htm.
- > You can put your CV on-line at:
http://ec.europa.eu/civil_service/job/cvonline/index_en.htm.
- > To apply for a Temporary agent position you will need to prepare a Europass CV and a cover letter and sometimes take a little test. The Europass format can be downloaded from:
<http://europass.cedefop.europa.eu>.