

**EUROPEAN CONSERVATIVES AND REFORMISTS GROUP
IN THE EUROPEAN PARLIAMENT**

INTERNAL NOTICE OF VACANCY IRC 200510

POST: Administrator (F/M); Temporary Agent Grade AD.9; Head of Unit D - Italian language; 1 post.

I. INTRODUCTION

The Group of the European Conservatives and Reformists (ECR) in the European Parliament has decided to open the procedure for filling one post of Administrator - Heads of Unit in the temporary agent category for its Secretariat in Brussels.

For these posts, only applications from European Parliament officials and temporary agents 2c¹ will be taken into consideration.

Equal opportunities

The ECR Group is an equal-opportunities employer and encourages applications from qualified men and women who fulfil the conditions for admission, excluding all discrimination.

Place of employment

Brussels (Belgium)

Frequent travel outside the place of work is required, in particular several days per month in Strasbourg during the plenary session.

Availability of the posts

The posts will be available as from 1st January 2026.

Closing date for applications

The closing date for applications is 10th November 2025 at 23:59.

Protection of personal data

The ECR Group ensures that applicants' personal data are processed in line with Regulation (EU) No 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.

¹ Recruited in accordance with Art. 5.1 second indent, of the GIP on recruitment of officials and other servants.

II. JOB DESCRIPTION

The Administrator - Head of Unit fulfils a supranational function within the ECR Group Secretariat and is responsible for the following:

- overseeing the work of an integrated unit of 10-15 staff in the policy and campaigning areas (see policy areas in annex 1):
- supporting, advising and supervising the staff in the team to optimise their performance for the mutual benefit of the staff and the Group;
- providing policy and strategic advice to the Bureau and Group MEPs on areas within her/his responsibility;
- supporting the General Secretary in the overall management of the group; and
- deputising for and supporting other HoUs as required.

Skills

- Management skills
- A flair for strategy
- Communication skills
- Organisational and planning skills
- Interpersonal skills
- Analytical skills
- Ability to identify key information

III. QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

Candidates must have:

- in accordance with the terms of Article 5 of the Staff Regulations, a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or where justified in the interests of the service, professional training of an equivalent level;
- post-graduate level professional experience of a minimum duration of 8 years after acquisition of the graduate diploma;
- Very good knowledge of the structure of the EP general secretariat and its organisation;
- Proven ability to carry out conceptual and analytical work;
- Excellent knowledge of Italian and for work purpose a very good knowledge of English. Knowledge of other official languages of the European Union will be taken into account.
- IT literacy (familiarity with MS Office, MS Outlook, web browsers etc.).

Successful candidates are likely to have relevant professional experience/qualifications in excess of these minimum requirements; they will have a comprehensive experience of the legislative process in the EP and the role of the political groups in it; and, in particular, they will have demonstrated a capacity to take up a leadership position in a group such as ECR and to advance the political positions and interests of the Group's MEPs.

IV. SELECTION PROCEDURE

The selection procedure will be organised on the basis of qualifications and interviews with the Selection Committee.

The Selection Committee will consider the applications, draw up the list of candidates who meet the conditions as set out above, and select, on the basis of previously established criteria, those candidates whose qualifications and professional experience indicate the best fit with the duties to be carried out as described in the job description.

The Selection Committee will base its decision on information given in the motivation letter and CV and may, if it judges it necessary, request, at any stage of the procedure, to provide the supporting documents proving what is claimed.

Only those candidates shortlisted by the Selection Committee will be admitted to the interview that will be held with a view to assessing the candidate's personality, his/her knowledge and experience and suitability to perform the tasks listed in the job description, as well as his/her linguistic knowledge as stated in the CV/letter, and his/her motivation to take up a function of Administrator-Head of Unit within the Secretariat of the ECR Group.

V. APPLICATION PROCEDURE

An Europass CV, duly completed in English as well as a one-page signed motivation letter in English, must be delivered by hand to the ECR Human Resources Officer, Alessia Piccarolo in ZWEIG 02L002 or by email in a single pdf file to alessia.piccarolo@ep.europa.eu by the closing date.

ANNEX I

II Job Description

- *overseeing the work of an integrated unit of 10-15 staff in the policy and campaigning areas (see policy areas in annex):*

The ECR Group plans to fill 1 position as Head of Unit who will be deployed to the following policy areas.

The ECR Group reserves the right to deploy successful candidates to the policy area that it considers appropriate and in the best interest of the Group.

In this respect, the elements listed above under **Qualifications and Professional Experience Required** will be the determining factors rather than specific experience in the individual policy areas listed.

Unit D - Area: External Policies: AFET, DROI, SEDE, DEVE and INTA Committees

Brussels, 3 November 2025