LA TUA CARRIERA A BRUXELLES

PROFESSIONAL OPPORTUNITIES IN THE EUROPEAN AFFAIRS

October 2018
Content

• The Belgian-Italian Chamber of Commerce
• Brussels: an overview
• Find a job in Brussels
• EU Jobs - EPSO
• Lobbyst
• EU Policy Advisor
• EU Project Manager
• EU Proposal Writer
• Job search: tips and links
• Training courses
The Belgian-Italian Chamber of Commerce

- Belgian Non-profit entity
- Established in 1950
- Main office in Brussels
- Recognized by the Italian Government
- Supported by the Italian Ministry of Economic Development
- Belgian-Italian STAFF
- CCIE network
- www.ccitabel.com
Our activities

- European Desk:
  - European consultancy
  - EU project drafting and management

- Courses and Trainings

- Trade fairs and events (both in Belgium and Italy)

- Administrative and commercial services
Brussels: an overview

Région de Bruxelles-Capitale

- Habitants*
  - 1,191,604 habitants
  - 414,139 non-Belgians
- 19 municipalities
- Official languages: French or Dutch
- Spoken language: English

*(Source: IBSA & SPF Economie - Statistics Belgium - Registre national)
Find a job in Brussels

1. **Local jobs**
   - Knowledge of French and Dutch
   - Register as resident

2. **EU Institutions**
   - Open competitive exam
   - Highly remunerated

3. **Lobbies and consultancies**
   - Different language and professional competences required
   - Contracts defined by the represented company/institution
Find a job in Brussels

Local jobs

A. Employees
• Open-ended contract / fixed term contract / interim contract
• Info:
  www.actiris.be (residence but training courses)
  www.research.be (Belgian portal for research and innovation)

B. Freelance
• Get a VAT number at the Guichets d’entreprises
• Be resident in Belgium and have specific diplomas
• Info:
  www.smartbe.be (Association Professionnelle des Métiers de la Création asbl)
Find a job in Brussels

European Institutions in Brussels

- European Council
- Council of the European Union
- European Commission
- Committee of the Regions
- European Parliament (also Luxembourg and Strasbourg)
- European Economic and Social Committee
Find a job in Brussels

Special EU agencies and other offices

• Education, Audiovisual and Culture Executive Agency (EACEA)
• European Research Council Executive Agency (ERCEA)
• Executive Agency for Small and Medium-sized Enterprises (EASME)
• Research Executive Agency (REA)
• Innovation & Network Executive Agency (INEA)
• Consumers, Health, Agriculture and Food Executive Agency (CHAFEA)
• European Data Protection Supervisor (EDPS)
• European External Action Service (EEAS)
• European Personnel Selection Office (EPSO)
EU JOBS - EPSO

Competitions for all EU Institutions but:

- European Central Bank
- European Investment Bank
- European Investment Fund

https://epso.europa.eu/
EU JOBS - EPSO

Different categories of work contracts:

1. Permanent contract
2. Fixed-term contract
3. Temporary contract
4. Traineeships

Each category has its application procedure.

NOTICE OF COMPETITION
EU JOBS - EPSO

- Permanent Officials
- Contract Agents (CAST): 6-12 months
- Temporary Agents (Non-permanent Staff): max 6 years
- Seconded National Experts (SNE): max 4 years
- Interim Staff: max 6 months
- Trainees
- Parliamentary Assistant

Fixed-term contract
EU JOBS - EPSO

EPSO – Permanent officials

3 types of permanent contract – several field covered

1. Administrators (AD)
   • Drafting policies and implementing EU law, analysing and advising.
   • At least 3 years of university studies attested by a diploma.

2. Assistants (AST)
   • Executive and technical role (secretarial, administrative, financial, communication, policy development and implementation, etc.).
   • At least 3 years of completed non-university studies/ short university courses of 2 years.

3. Assistants-Secretaries (AST/SC)
   • office management and administrative support role.
   • At least post-secondary education of 1 year attested by a diploma.

Open competition
EU JOBS - EPSO

EPSO – Permanent officials

Open competition

Who EU is looking for?

1. European citizens
2. Multilingual (< 2 languages)
3. Graduates and non-graduates
EU JOBS - EPSO

EPSO – Permanent officials

Open competition (competition notice)

1. Computer-based test
   - Verbal, numerical, and abstract reasoning
   - Situational judgement
   - one of the 24 official EU languages
   - Second language (EN, FR, DE)

2. E-tray
   - analysis and problem-solving,
   - delivering quality and results,
   - prioritising and organizing,
   - working with others
   - Second language (EN, FR, DE)
EU JOBS - EPSO

EPSO – Permanent officials

Open competition

3. Assessment centre
   • Case studies
   • Group exercises
   • Structured interview
   • Oral presentation

   Second language (EN, FR, DE)

(https://www.youtube.com/watch?v=T6nVuwr31wQ)

4. Reserve list for 1 year

5. Job interview
## EPSO – EU Career profiles

<table>
<thead>
<tr>
<th>European Public Administration</th>
<th>Law</th>
<th>Economics / Statistics</th>
<th>Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Policy officer</strong></td>
<td>• <strong>Lawyer</strong></td>
<td>• <strong>Economist</strong></td>
<td>• <strong>Auditor</strong></td>
</tr>
<tr>
<td>• <strong>Lawyer-linguist</strong></td>
<td>• <strong>Lawyer-linguist</strong></td>
<td>• <strong>Statistician</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Languages</th>
<th>Communication</th>
<th>Information technology</th>
<th>Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Translator</strong></td>
<td>• <strong>Communication officer</strong></td>
<td>• <strong>ICT staff</strong></td>
<td>• <strong>Secretary/ Administrative assistant</strong></td>
</tr>
<tr>
<td>• <strong>Conference interpreter</strong></td>
<td>• <strong>Communication assistant</strong></td>
<td></td>
<td>• <strong>Human resources assistant</strong></td>
</tr>
<tr>
<td>• <strong>Proof reader/Language editor</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• <strong>Lawyer-linguist</strong></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>External relations</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Policy officer</strong></td>
<td>• <strong>Financial manager</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>Financial management/ accounting assistant</strong></td>
</tr>
</tbody>
</table>

**More job profiles to come.**
EU JOBS - EPSO

EPSO – Contract agents staff (CAST)

- Manual or administrative work, clerical, secretarial or office management tasks, executive tasks, drafting, accountancy, administrative, advisory, linguistic tasks.
- **6-12 months**, depending on the type of the job.
- CAST Permanent selection process: only a **limited number of pre-selected candidates will be tested** (tests organized by EPSO - computer-based multiple choice question tests).
- **Four function groups:**
  1. manual and administrative support-service tasks
  2. clerical or secretarial tasks, office management and other equivalent tasks
  3. executive tasks, drafting, accountancy and other equivalent technical tasks
  4. administrative, advisory, linguistic and equivalent technical tasks.
EU JOBS - EPSO

EPSO – Temporary agents (non-permanent staff)

• Employed to perform a wide variety of highly specialised or temporary tasks for a maximum period of 6 years.
• Selection and recruitment of temporary staff is generally run by individual EU institutions and agencies.

Temporary staff

<table>
<thead>
<tr>
<th>Job title</th>
<th>Grade</th>
<th>Location(s)</th>
<th>Institution/Agency</th>
<th>Type of contract</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Advisor</td>
<td>AD 7</td>
<td>Valetta (Malta)</td>
<td>(EASO) European Asylum Support Office</td>
<td>Temporary staff</td>
<td>23/10/2018 - 13:00</td>
</tr>
<tr>
<td>Head of Finance and Procurement</td>
<td>AD 10</td>
<td>Valetta (Malta)</td>
<td>(EASO) European Asylum Support Office</td>
<td>Temporary staff</td>
<td>29/10/2018 - 13:00</td>
</tr>
</tbody>
</table>
EPSO – Seconded National experts

- National or international civil servants or persons employed in the public sector who are working temporarily for an EU Institution (from 6 months to max 4 years)

<table>
<thead>
<tr>
<th>Job title</th>
<th>Grade</th>
<th>Location(s)</th>
<th>Institution/Agency</th>
<th>Type of contract</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seconded national expert (SNE)</td>
<td></td>
<td>Parma (Italy)</td>
<td>(EFSA) European Food Safety Authority</td>
<td>Seconded national expert (SNE)</td>
<td>no deadline for application</td>
</tr>
<tr>
<td>Seconded national expert (SNE)</td>
<td></td>
<td>Ljubljana (Slovenia)</td>
<td>Agency for the Cooperation of Energy Regulators</td>
<td>Seconded national expert (SNE)</td>
<td>no deadline for application</td>
</tr>
</tbody>
</table>
EPSO – Interim staff

- Local staff employed on a very short term and temporary basis (up to 6 months), through temping agencies.

inhouse_1230@randstad.be
Membres du Personnel
au 01/01/2018

NATIONALITÉ
BE Belgique 5060 15.7%
BG Bulgarie 716 2.2%
CZ République tchèque 305 1.6%
DK Danemark 368 1.2%
DE Allemagne 2154 6.7%
EE Estonie 250 0.8%
IE Irlande 527 1.6%
EL Grèce 1296 4.0%
ES Espagne 2403 7.5%
FR France 3174 9.9%
HR Croatie 268 0.8%
IT Italie 3899 12.1%
CY Chypre 134 0.4%
LV Lettonie 270 0.8%
LI Lituanie 396 1.2%
LU Luxembourg 137 0.4%
HU Hongrie 738 2.3%
MT Malte 157 0.5%
NL Pays-Bas 637 2.0%
AT Autriche 478 1.5%
PL Pologne 1431 4.4%
PT Portugal 831 2.6%
RO Roumanie 1280 4.0%
SI Slovénie 393 0.9%
SK Slovaquie 396 1.2%
FI Finlande 545 1.7%
SE Suède 537 1.7%
UK Royaume-Uni 917 2.8%
UE et autres nationalités 2409 7.5%
TOTAL 32196 100%

ÂGE
-29 720 2.2%
30-34 2053 6.4%
35-39 5276 16.4%
40-44 6138 19.0%
45-49 5796 18.0%
50-54 5558 17.3%
55-59 4501 14.0%
60+ 2154 6.7%
TOTAL 32196 100%
Traineeship

- All EU Institutions offers traineeships
- Most at the EU Commission
- 1,200 Euros
- 5 months (October – February and March – July)

- Bachelor degree
- 2 EU languages
- Do not have to be EU national
- Selection procedures for traineeships are run by the individual EU institutions and agencies

EC traineeship

- Online application
- Eligibility check
- Pre-selection: Blue Book
- Selection
Parliamentary Assistant

- Selected directly by the MEPs – max monthly amount € 24,526 per MEP
- Accredited assistants and “local” assistants
- No specific degree required, but good knowledge of languages and EU Institutions
- Tasks and salaries vary enormously: they can range from secretarial tasks to acting as a full blown political advisor.
Influence and qualified information
Transparency Register of EU lobbyists
http://europa.eu/transparency-register
Citizen’s associations, NGOs, businesses, trade and professional organizations, trade unions, think tanks.

"Lobbying is about foresight. About anticipating your opponent’s moves and devising counter measures. The winner plots one step ahead of the opposition. And plays her trump card just after they play theirs. It’s about making sure you surprise them. And they don’t surprise you." – Miss Sloane, 2016
LOBBYIST

1 – Countries, Regions, Cities

Permanent representations of EU Member States

Permanent representations of European Regions

Representations of Cities
2 – Industries and Unions

- Company’s representative office
  - VISA
  - Shell
  - Microsoft
  - Enel
  - Total
  - Dupont

- Trade associations/Industry federations
  - The Brewers of Europe
  - BSA
  - EBF (European Banking Federation)

- Unions
  - Cepi
  - Elria
  - CIAA
  - UNI Europa

- Chambers of Commerce
  - UNICAMERE
  - EUROCHAMBRES
  - British Chamber of Commerce
  - Sehan Chamber of Commerce

LUCEA SINIGAGLIA – YOUR CAREER IN BRUSSELS
LOBBYIST

3 – Consultancies

Public Relations

EU project management

Public Affairs

Association Management

Lucia Sinigaglia – Your career in Brussels
LOBBYIST

4 – NGOs

5 – Think-Tanks

LUCIA SINIGAGLIA – YOUR CAREER IN BRUSSELS
LOBBYIST

6 – Media

International media (2%)

European media (3%)

National Correspondents (95%)

Lucia Sinigaglia – Your Career in Brussels
EU POLICY ADVISOR

• **Expert analysis** and **strategic policy advice**
• Designing and implementing an effective public policy advocacy strategy to influence key policymakers at EU level.

**Required skills**

• Knowledge of EU law, policymaking and procedures.
• Ability to analyze and understand the policy implications of EU institutions and legislative proposals.
• Ability to research and prepare policy papers and to explain complex issues clearly and concisely.
• Excellent communication skills, both oral and written, including tact and diplomacy, in dealing with a wide range of individuals and building good networks of contacts.
• Ability to work independently and under pressure to tight deadlines. Good personal organizational skills.
• Ability to work as part of a team
• Fluency and knowledge of EU languages.
## EU POLICY ADVISOR

<table>
<thead>
<tr>
<th>Policy advisor</th>
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</thead>
<tbody>
<tr>
<td>Monitoring of EU policies</td>
</tr>
<tr>
<td>Study and research</td>
</tr>
<tr>
<td>Position papers drafting and presentation</td>
</tr>
<tr>
<td>Creation of policies</td>
</tr>
<tr>
<td>Stakeholders contacts and relations</td>
</tr>
</tbody>
</table>

### JOBS
- Lobbyist (representation of public and private entities, NGOs)
- European Parliament Assistant

### SKILLS
- Knowledge of EU policies and mechanisms
- Analytical abilities
- Team-working abilities
- Communication and relational skills
EU PROJECT MANAGER

- **Plan, implement and monitor** European funding programmes and projects
- Source of funding for companies
- Different sectors
- Freelance or employees in a company

**Required skills**

- Good knowledge of project management standards and methodologies.
- Good technical knowledge on the projects aspects and practical knowledge of reporting methods.
- Ability to participate in multi-lingual meetings, good communication and presentation skills.
- Ability in working in an international/multi-cultural environment and in a team.
- Leadership.
- Good English language skills.
# EU PROJECT MANAGER

<table>
<thead>
<tr>
<th>TASKS</th>
<th>Project consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring of funding opportunities</td>
<td></td>
</tr>
<tr>
<td>Partner search</td>
<td></td>
</tr>
<tr>
<td>Project idea drafting, management and reporting</td>
<td></td>
</tr>
<tr>
<td>Feasibility studies</td>
<td></td>
</tr>
<tr>
<td>Stakeholders/partners management</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOBS</th>
<th>Consultancy companies and any other entity working with EU projects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>European Commission Official</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SKILLS</th>
<th>Knowledge of EU policies and mechanisms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Financial competences</td>
</tr>
<tr>
<td></td>
<td>Team-working abilities</td>
</tr>
<tr>
<td></td>
<td>Communication and relational skills</td>
</tr>
</tbody>
</table>

**LUCIA SINIGAGLIA – YOUR CAREER IN BRUSSELS**
EU PROPOSAL WRITER

• Producing clear, concise, accurate, and compliant responses to Calls for Proposal regarding EU programs.
• Working across all levels of a proposal (proposal writing, consortium building, methodology, project organisation, etc) producing critical content.

Required skills

• Excellent communication & organizational skills.
• Ability to work effectively as part of a team.
• Highly self-motivated and methodical, paying attention to detail.
• Ability to work under pressure and meet strict deadlines.
• Excellent command of the English language (written & verbal).
JOB SEARCH

Useful links

- eurobrussels.com
- jobs.euractiv.com
- Thebulletin.be
- jobsinbrussels.com
- monster.be
- references.be
- startpeople.be
- unique.be
- tempo-team.be
JOB SEARCH

Project and tenders databases

- **Financial Transparency Register**

- **Cordis (Research)**

- **Search tool for recipients of Funds** (Int. Cooperation and Development)

- **DGs and Executive Agencies websites**
JOB SEARCH

Some tips

Create a professional profile:
- Training
- Language knowledge
- Different experiences

Find interesting entities or organizations:
- Internet search
- Info days organized by the EU Commission
- Conferences and events participation
- Monitoring of EU tenders and grants applicants
- LinkedIn

Promote yourself:
- Write a good CV and motivational letter
- Be open-minded and pro-active
- LinkedIn
JOB SEARCH

CV and motivational letter

• Layout and font
• Short description/Introduction (LinkedIn example)
• Picture/no picture
• Pdf files
• Attention to details (dates, accurate information, grammar)
• Targeted for the position and the specific company
• Emphasis on the experiences and the characteristics closer to the company activities
• Show your interest and your knowledge about the company
Promote yourself – Understand your skills

**Technical skills:**
knowledge of EU policies, funding schemes and project drafting & management methodologies

**Communication skills:**
perfect command of English, capacity to negotiate with different stakeholders, ability to networking

**Personal skills:** resistance to stress, capacity to work autonomously, flexibility, ethical integrity

LUCIA SINIGAGLIA – YOUR CAREER IN BRUSSELS
Access to EU funds: procurements and projects

Council, Parliament, Commission
European policies

Financial frameworks and funding programmes

Commission / Member States
Calls for proposals
Calls for tenders

Projects and tenders

Public administrations, Universities, NGOs, Associations, Chambers of Commerce, other public and private entities

LUCIA SINIGAGLIA – YOUR CAREER IN BRUSSELS
## TECHNICAL SKILLS

### Call for proposals – Call for tenders

<table>
<thead>
<tr>
<th>TENDER</th>
<th>GRANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier (Tenderer)</td>
<td>Candidate or Beneficiary (Applicant)</td>
</tr>
<tr>
<td>Supply of goods, implementation of works or provision of services</td>
<td>Actions proposed by potential beneficiaries to realize an European policy</td>
</tr>
<tr>
<td>Contractor</td>
<td>Owner of results / rights</td>
</tr>
<tr>
<td>Call for tenders</td>
<td>Procedure</td>
</tr>
<tr>
<td>PROFIT</td>
<td>NO PROFIT ALLOWED</td>
</tr>
</tbody>
</table>
Training courses

SHORT COURSES

• Corso di Europrogettazione Giovani
• Corso di Introduzione all’Europrogettazione
• Corso in Rendicontazione e gestione dei progetti europei
• Europrogettazione 2.0 – Agente di progetto
• Summer School in Cooperazione allo sviluppo

www.masterdesk.eu

MASTERS

International Master in European Studies

www.europeanmaster.net

LUCIA SINIGAGLIA — YOUR CAREER IN BRUSSELS
Training courses

- Post-graduate, intensive, full-time, 3-month program
- Organized by the CCITABEL and the IEE of UCL
- 30 participants from EU and non-EU countries
- Held in English language
- 400 hours (4+3 hours a day)
- Final certificate
- Job link module – CV book
THANKS FOR YOUR ATTENTION!

For further information:

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1060 Bruxelles
Tel: +32 22 05 17 94
E-mail: lucia@ccitabel.com

www.ccitabel.com
www.masterdesk.eu
www.europeanmaster.net