



European Climate, Infrastructure and Environment Executive Agency  
Programme Support & Resources Department  
**Unit A4 – Communication, People and Workplace**

## **VACANCY NOTICE**

**Assistant to CINEA Director**

**Temporary Agent 2(f) - AD6**  
(Ref. CINEA/2026/TA/AD6/04)

### **The European Climate, Infrastructure and Environment Executive Agency (CINEA)**

The European Climate, Environment and Infrastructure Executive Agency (CINEA), established in early 2021, is located in Brussels and has a dynamic, dedicated, multinational team of nearly 600 people who are experts in their field.

CINEA's mission is to support the European Commission to boost green growth and clean industry in Europe. To achieve this objective, we manage EU funding for projects in the areas of transport, energy, climate action, environment, maritime fisheries and aquaculture, with a budget of EUR 65 billion over the 2021-2027 period. We do this through high-quality programme management that supports European beneficiaries to achieve ground-breaking results for a cleaner and more sustainable future. Projects that are funded cover a broad range of topics including the innovative and clean technologies, greener infrastructures, and measures to improve sustainability. CINEA closely cooperates with seven Directorates-General of the European Commission (DG Mobility & Transport, DG Energy, DG Research & Innovation, DG Climate Action, DG Environment, DG Maritime Affairs and Fisheries, and DG Regional and Urban Policy) to manage the following programmes on their behalf:

- The Connecting Europe Facility (CEF): supports high-performing, sustainable and interconnected Trans-European Networks. CINEA manages the fields of Transport and Energy.
- Horizon Europe: the EU's Research and Innovation programme where CINEA manages the programme's cluster dedicated to Climate, Energy and Mobility actions and three Missions (Climate adaptation; Oceans, seas and waters; Climate-neutral and smart Cities).
- The Innovation Fund: one of the world's largest funding programmes for the demonstration of innovative low-carbon technologies. It focuses on highly innovative clean technologies and big flagship projects that can bring significant emission and greenhouse gas reductions.
- LIFE Programme: entirely dedicated to environmental, climate and clean energy objectives.
- European Maritime, Aquaculture and Fisheries Fund (EMFAF): provides funding to support the Common Fisheries Policy (CFP), the Union's Maritime Policy and the EU's agenda for international ocean governance.
- The EU Renewable Energy Mechanism: supports the achievement of the EU's renewable energy targets by increasing investments in production capacity.

- The Public Sector Loan Facility of the Just Transition Mechanism: A key tool to ensure that the transition towards a climate-neutral economy happens in a fair way, leaving no one behind.

## **Working environment**

CINEA is based in Brussels. The number of staff is expected to grow further over the coming years and the purpose of this publication is therefore to set up a reserve list, which will be used to cover the growing needs of the Agency. The reserve list may also be used by other Executive Agency upon agreement between the respective Appointing Authorities.

The Agency fosters a culture of employee empowerment and engagement, emphasising collaboration, respect, integrity, trust, equality, diversity, and inclusion. The Agency and its staff are committed to a number of core values including innovation, client focus, excellence, well-being, care, work-life balance, sustainability and working together.

Creating a sense of belonging is central to the Agency's culture, which supports skill development and well-being through various initiatives. The Agency's comprehensive onboarding programme, supported by HR, the relevant teams, managers, peers and a buddy system, ensures a smooth integration for new staff. We are excited to welcome new talent to our Agency.

## **More information on CINEA**

Website: [https://cinea.ec.europa.eu/index\\_en](https://cinea.ec.europa.eu/index_en)

X(Twitter): @cinea\_eu

LinkedIn: <https://bit.ly/3wtAjwd>

YouTube channel:

<https://www.youtube.com/channel/UCDic9AVxO1PP1SqoKbHMwrA>

## **Description of the job**

The Assistant will join the office of the Director and will work in close collaboration with the other Assistant of the Director.

She/he will work to provide assistance to the Director in order to facilitate her/his work by: assisting in the overall management of the Agency; providing analysis and advice on ongoing and emerging activities and strategies; ensuring wide visibility of the management decisions and facilitating coordination and communication internally as well as with parent DGs and other executive agencies, preparing briefings for internal meetings and external events, liaising with external stakeholders; contributing to enhance the profile of the Director on social media and external fora. He/she will contribute to profile the Agency as an innovative, inclusive, transparent and dynamic Agency with an excellent reputation.

The post requires flexibility in terms of presence in the office (4 days a week) and working hours.

## Tasks:

### COORDINATION and STRATEGIC SUPPORT

- Contribute to maintain the relations and cooperation with the Parent DGs (MOVE, ENER, RTD, CLIMA, ENV, MARE and REGIO), notably by developing, implementing and consolidating the established modalities of cooperation as defined in Memoranda of Understanding.
- Provide advice to the Director on the overall strategic direction and management of the Agency and the implementation of the funding programmes managed by the Agency (CEF, Innovation Fund, Horizon Europe, JTM PSLF, RENEWFM, LIFE and EMFAF)
- Ensure the follow-up of her/his decisions and appropriate flow of information.
- Draft briefings and speeches, reports, notes, contributing with an agile and service oriented mind-set to the definition of the Agency's overall strategy
- Manage BASIS IT tool.

### OPERATIONAL and ADMINISTRATIVE SUPPORT

- Contribute to the organisation of the Agency's Steering Committee's work; prepare and follow up its meetings. Ensure the flow of information between the Director and the members.
- Develop coherent internal working methods and procedures which are compliant with the legal rules to be applied. Supervise and provide advice on their interpretation and implementation, and ensure a regular review and update.
- Promote innovation and simplification throughout the Agency.
- Liaise with the Agency's Heads of Department to coordinate tasks relating to issues involving the various departments.
- Verify, filter and prioritise the files submitted to the Director, with an eye for detail and ensuring accuracy.

### COMMUNICATION and PUBLICATION

- Coordinate and prepare and/or review briefing material and communication content for the participation of the Director to external events (meetings with beneficiaries, on site visits, inaugurations, ceremonies, participation to conferences etc.), in close coordination with operational units
- Liaise and reply to queries of external stakeholders
- Manage the LinkedIn and Twitter account of the Director, in close cooperation with the communication team
- Maintain effective communication, share information with the rest of the team

## TEAM WORK and STAFF ENGAGEMENT

- Ensure appropriate flow of information with staff, maintain social dialogue and develop and promote staff engagement actions aiming at reinforcing CINEA corporate culture (weekly messages of the Director, organisation of staff assemblies, away days, elaboration of Charters, staff survey action plan etc., collaboration with CINEA networks), in close collaboration with the HR and Communication teams.
- Promote and maintain interactive communication with the Director's immediate team so that staff is informed on all strategic aspects affecting their work.

## Qualifications and experience required

### A. Eligibility criteria

- A level of education which corresponds to completed university studies of at least three years attested by a diploma **and**, after having obtained the diploma, **3** years professional experience;
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another EU language to the extent necessary to perform their duties.

In addition, in order to be eligible candidates must:

- be a national of one of the Member States of the European Union;
- be entitled to their full rights as citizen;
- meet the appropriate character reference as to their suitability for the performance of their duties;
- have fulfilled any obligations imposed by the applicable laws concerning military service, and;
- be physically fit to perform the duties linked to the post.

**Please note that only candidates that comply with the Eligibility criteria will be considered for further steps of this Selection procedure.**

### B. Selection Criteria

#### Essential

- At least three years of experience in communication related positions
- At least three years of experience dealing with financial/budgetary matters or programme management
- At least one year of experience in a coordination role
- Experience in drafting briefings/speeches
- Experience with organisational management or staff engagement actions

- Very good knowledge of English (minimum C1) and of French (minimum C1)

#### **Advantageous:**

- Experience as assistant to a middle or senior manager
- Experience in working in a multicultural environment

#### **Personal qualities essential for the position which may be tested during the interview**

- Demonstrated ability to manage complex files autonomously
- Very strong drafting and communication skills
- Attention to detail and ability to work under tight deadlines
- Strategic thinking and ability to anticipate issues, identify and implement pragmatic solutions with a problem-solving mindset
- Dynamic, pro-active and service-oriented approach
- Good interpersonal skills and team spirit

**Meeting all the essential and advantageous criteria listed does not guarantee to be invited for an interview, as only the best 6-8 candidates will be invited.**

#### **Appointment and conditions of employment**

The jobholder will be appointed following a recommendation of the selection committee.

Prior to the engagement of the staff the Agency may request references from former employers and reserves the right to contact them.

The jobholder will be recruited as temporary agent, in function group AD6, pursuant to Article 2f of the Conditions of Employment of Other Servants of the European Communities (CEOS). The salaries of temporary agents are subject to a community tax deducted at source. They are exempt from national tax. The European institutions have their own social security and pension scheme. The basic monthly salary, before any deductions or allowances (e.g. child allowance, school allowance, expatriate allowance), applicable from 1 July 2025 for grade AD6, first step is 6 961,29€

#### **The jobholder will serve a probation period of nine months.**

The initial contract will be for a duration of 2 years and may be renewed for one additional year. The contract may be renewed again, and in this case it shall be concluded for an indefinite period<sup>(1)</sup>.

The place of employment will be Brussels where the Agency has its activities.

For further information on the legal framework of temporary agents see the web site of the Directorate-General for Human Resources and Security (DG HR) on

---

(1) The contract is concluded for an indefinite period subject to the conditions set out in Article 7 of Decision SC (2017) 6760. Therefore, without prejudice to the second paragraph of Article 7 of the employment contract, the contract will automatically expire if the Agency's lifetime is not extended.

the internet at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

## Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## Application procedure

For applications to be valid, candidates must submit:

- a detailed curriculum vitae, preferably in EU CV format<sup>2</sup>;
- a letter of motivation, including their views on the mission of the proposed position (2 pages maximum).

Please note that both the CV and the motivation letter form an essential basis for the pre-selection decision.

Applications must only be sent through the recruitment online system.

[Job Opportunities - European Climate, Infrastructure and Environment Executive Agency](#)

Closing date: applications must be sent no later than **9<sup>th</sup> February 2026 at 12:00 (noon)**.

Supporting documents showing evidence of the provided information may be requested at a later stage.

Candidates are invited to apply in English to facilitate the selection process.

In no circumstances should candidates approach the selection committee themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards this instruction.

## Selection procedure

### A - Written test (45 min)

**All pre-selected candidates will be invited to sit a written test at the same time of the interview, in the Agency's premises.**

The test will be in English and designed to test:

- your knowledge in the field of the profile;
- your ability to understand, analyse and summarise;
- your drafting ability.

---

<sup>2</sup> EU CV format available on: <https://europa.eu/europass/en/create-europass-cv>

This test will be marked out of 25 (pass mark: 16.25).

Time allowed: 45 minutes

### **B – Oral test (30 min)**

Interview with a selection board in English to assess:

- your suitability to carry out the duties of an Assistant to Director
- Your specialist knowledge in the field
- Your communication, inter-personal and problem-solving skills
- Your general knowledge about the CINEA and related policies

This test will be marked out of 100 (pass mark: 65).

Candidates who achieve the **minimum passing score of 16.25 out of 25 for the written test and 65 out of 100 for the interview, will be included in the reserve list of suitable candidates.** Please note that inclusion in the reserve list does not guarantee recruitment.

**The Agency may organise a second interview with candidates in the reserve list before proceeding with the recruitment.**

**Please note that the use of artificial intelligence (AI) or any other external assistance during the written test and/or interview is strictly prohibited. Any candidate found to be in breach of this rule will be disqualified from the selection process and their application will not be considered further.**

### **Information to candidates**

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent by email only.

Candidates may request clarifications about the processing of their application by sending an email quoting the reference of the vacancy notice concerned, at the following address [CINEA-HR-EXTERNAL-SELECTIONS@ec.europa.eu](mailto:CINEA-HR-EXTERNAL-SELECTIONS@ec.europa.eu)

### **Means of Redress**

#### **A. Request for review**

Candidates may request a review of any decision taken by the Selection Committee that establishes their results and/or determines whether they can proceed to the next stage of the selection procedure or are excluded. Requests for review may be based on:

- a material irregularity in the selection process; and/or

- non-compliance, by the Selection Committee, with the Staff Regulations, the vacancy notice of the selection procedure, its annexes and/or case law.

Candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance in a test or the relevance of qualifications and professional experience. This assessment is a value judgment made by the Selection Committee and disagreement with the Selection Committee's evaluation of tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Candidates may ask for a request for review within 15 calendar days of the date on the email notifying the rejection of their application, indicating clearly the decision that they wish to contest and on what grounds. The request should be addressed to the Chairman of the Selection Committee, quoting the number of the selection procedure concerned at the following address: [CINEA-HR-FEEDBACK@ec.europa.eu](mailto:CINEA-HR-FEEDBACK@ec.europa.eu) . Requests received after the deadline will not be taken into account.

Candidates who asked for a request for review will receive an acknowledgment of receipt within 15 working days. The Selection Committee will analyse and decide on the request and candidates will receive a reasoned reply as soon as possible.

## **B. Other forms of contestation**

### **1. Administrative complaints**

Candidates may address an administrative complaint under Article 90(2) of the Staff Regulations to the Director of CINEA acting as the appointing authority.

Candidates may submit a complaint against a decision, or lack thereof, that directly and immediately affects their legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. The Director of CINEA cannot overturn a value judgment made by a Selection Committee.

Candidates may submit their administrative complaint by contacting CINEA within three months of notification of the contested decision or of the date by which a decision should have been made.

The request, indicating clearly the decision that the candidate wish to contest and on what grounds and quoting the number of the selection procedure concerned, should be sent to the following address: [CINEA-HR-FEEDBACK@ec.europa.eu](mailto:CINEA-HR-FEEDBACK@ec.europa.eu). Requests received after the deadline will not be taken into account.

### **2. Judicial appeals**

Candidates may submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by CINEA's appointing authority rather than by the Selection Committee will not be admissible before the General Court



unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section B.1 Administrative complaints).

For the arrangements for judicial appeals please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

### 3. European Ombudsman

Candidates, like all EU citizens and residents, may submit a complaint to the Ombudsman. Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see section B.1 Administrative complaints).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

For the arrangements for complaints to the Ombudsman please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

### **Data protection**

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the CINEA. The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Candidates are invited to carefully read the relevant Data Protection Notice available on the dedicated page of CINEA's website: [https://cinea.ec.europa.eu/about-us/job-opportunities\\_en](https://cinea.ec.europa.eu/about-us/job-opportunities_en)