



# Vacancy notice

## Ergonomist – ORG.5

CLOSING DATE FOR APPLICATIONS – 21/02/ 2025

REFERENCE: CONS/1/2025/TA-AD/ORG.5.D.S1

DIRECTORATE/UNIT: SAFETY AND SECURITY DIRECTORATE (ORG.5) / SAFETY UNIT (ORG.5.D)

CONTRACT TYPE: TEMPORARY AGENT

GRADE: AD.6

LOCATION: BRUSSELS

CLOSING DATE FOR APPLICATIONS: 21/02/2025 AT 12:00 (CET)

We are opening a Call for expressions of interest for an Ergonomist

### WE ARE

[The General Secretariat of the Council \(GSC\)](#) is the body responsible for assisting two European Union (EU) institutions: the European Council and the Council of the EU, including its Presidencies, the Permanent Representatives Committee (Coreper) and the other Council committees and working parties.

The GSC organises and ensures the coherence of the Council's work and the implementation of its 18-month programme. In summary, the GSC plays a vital role in ensuring effective functioning and coordination within the EU's decision-making bodies.

The Safety and Security directorate (ORG.5) is mandated by the Secretary-General to provide safety and security for the European Council, the Council of the EU, its preparatory bodies and other meetings on Council premises and its General Secretariat (people, buildings, infrastructures, information and reputation).

The Directorate also ensures that business continuity planning and crisis management procedures are in place and effective. It provides a secretariat for the Council Security Committee, which is chaired by the Director.

The Directorate is currently composed of four Units dealing respectively with Security Strategy and Business Continuity, Operational Security, Information Security and Safety. A communication and awareness-raising team reports directly to the Director.

The Safety Unit has the mission to provide delegates, staff and contractors with safe working conditions. It plays a

key role in operating GSC buildings safely, and is in charge of firefighting arrangements and emergency response. It ensures that appropriate measures are taken to ensure safety and reduce occupational risks. Also, it develops policies related to occupational safety, occupational hygiene and ergonomics.

The Safety Unit provides stakeholders and senior management with expert advice.

It consists of 19 people working across the Safety Policy and Advice Sector and Operational Safety and Emergencies office. The Unit has an open and friendly working environment characterised by strong teamwork.

## **WE OFFER**

We offer a challenging and rewarding position of a risk prevention administrator in the field ergonomics.

In the course of your work, you will be in frequent contact with colleagues from the Unit, other Council departments and staff of external firms.

You can discover the GSC's core values and culture [here](#).

### **Your main tasks**

Your duties as a Temporary agent AD.6 in the Safety Policy and Advice service may include the following:

- Provide individual preventive ergonomic advice
- Assess and implement measures to prevent musculoskeletal disorders (MSDs)
- Carry out analysis, interventions and monitoring in the fields of cognitive, physical ergonomics and aspects related to occupational hygiene
- Contribute to the opinions of the Safety Unit on studies and projects
- Provide expert advice to improve integration ergonomics and human factors in IT application design
- Provide expert and policy advice on management of occupational health and safety at work
- Conduct surveys and draw up statistics in order to establish priorities in this area
- Prepare and give presentations, provide information and recommendations
- Organise specialised staff training

Additional tasks:

- Contribute to the preparation and follow-up of the GSC's management board on occupational health and safety
- Support the implementation of Occupational Health and Safety management guidelines according to ISO 45001

### **Working conditions**

Occasional teleworking is possible, on the basis of the GSC's rules and subject to the needs of the service. No missions are foreseen.

You will share an office with another colleague.

## **WE ARE LOOKING FOR**

### **Eligibility criteria<sup>1</sup>**

To be considered eligible, you must meet all the criteria listed below:

- be national of a Member State of the European Union;
- enjoy your full rights as citizen;
- meet the character requirements for the duties involved;
- be physically fit enough to perform the duties involved;
- be below retirement age, which for officials and agents of the EU is set at the end of the month in which the

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<sup>1</sup> Only candidates who comply with the eligibility criteria will be considered.

- age of 66 is reached;
- have fulfilled any military service obligations required by national laws;
- have knowledge of at least two official EU languages<sup>2</sup>, one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge)<sup>3</sup>.

### Qualifications and experience

- a. you must have the following education:
- a level of education corresponding to completed university studies of at least five years in the field related to the duties described in this vacancy notice, or a master's degree with additional specialist training in ergonomics (60 ECTS credits) attested by a diploma issued in one of the Member States
  - and you must be a certified European ergonomist (registered with the eurerg.eu) or registered with an equivalent.

*NB: Diplomas, whether issued in a Member State or in a non-EU country, must be recognised by an official body of an EU Member State, such as the ministry of education.*

- b. you must have the following professional experience:
- Five years' full time professional experience in the field of ergonomics is essential, proven expertise in physical and cognitive ergonomics would be an asset.

### Selection criteria

We are looking for colleagues with the following competences:

You demonstrate strong **critical thinking and creative problem-solving** skills, fostering constructive collaboration within and across teams, while effectively using available technologies. Moreover, you have the capacity to **self-manage** your own work effectively. You thrive in environment where workload or pace may vary, and you respond efficiently to such changes. You take practical, feasible courses of action in a changing working environment while setting high standards **taking action, getting results** and maintaining the required **quality of output**.

With a **strong sense of ethical excellence and initiative**, a **client-oriented mindset**, you excel at **developing creative and effective solutions**, anticipating and addressing potential problems. You demonstrate strength in managing stress and stressful situations, making you a valuable asset to your team.

You have an excellent knowledge of both English and French (at minimum C1 level<sup>4</sup>).

The following would be advantageous:

- You have a good command of MS Office tools.

### HOW TO APPLY<sup>5</sup>

You must apply online through the [EU CV Online](#) platform within the specified deadline.

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<sup>2</sup>The EU has 24 official languages: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

<sup>3</sup>Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening). These abilities reflect those of the of the [Common European Framework of Reference for Languages](#).

<sup>4</sup>The GSC mostly uses English or French for internal and interinstitutional communication, as well as for communication with non-EU countries, candidate countries to the EU, and external stakeholders.

Staff in the GSC also use specific IT tools and other software to perform a variety of tasks (managing documents, handling internal procedures, organising official travel, disseminating information, etc.). These tools, and the training necessary to use them, are solely available in English or French.

<sup>5</sup>The purpose of processing of the data submitted by candidates is to manage the applications with a view to possible recruitment in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018, which can be consulted [here](#).

## How to register via EU CV Online

To be able to apply via the EU CV Online database, you must first create an account (or sign into your existing account) and fill in an e-CV online. Once you have completed your e-CV, you can apply to this call for expressions of interest. Applications must be in English or French. You are advised to complete all relevant fields, include your motivation statement.

Please make sure that your CV matches the references and supporting documents you provided (diplomas, certificates, contracts, etc.). You might be asked to provide supporting documents at any time during the selection procedure.

An acknowledgement of your application will be sent to the email address indicated in your application. Only applications submitted through EU CV Online will be considered.

Technical issues or questions concerning your application should be reported through the EU CV Online contact page. If you have any further questions, please contact the Temporary Staffing Services Office of the Council of the EU via [gsc-ta-selections@consilium.europa.eu](mailto:gsc-ta-selections@consilium.europa.eu) clearly indicating the reference number of the call for expressions of interest, your registration number and the nature of your request.

### Next steps<sup>6</sup>

A selection panel will be set up to conduct the selection procedure. The panel will assess applications in line with the above eligibility and selection criteria as per the information provided in your application. **Due to the large number of applications we may receive, only shortlisted candidates fulfilling the eligibility and selection criteria will be contacted by the GSC's HR department with a view to their participation in a selection procedure.** These candidates might be invited to take a test (a practical test organised internally by the GSC) and/or to attend an interview.

## EMPLOYMENT CONDITIONS

The successful candidate will be recruited as a **Temporary Agent (AD.6)**, pursuant to Article 2(b) of the [Conditions of Employment of Other Servants of the European Union \(CEOS\)](#).

The basic monthly salary, before any deductions or allowances, for **grade AD.6** (first step) is currently **€6 681,51**. The salaries of temporary and contract staff are subject to a community tax deducted at source and are supplemented by various allowances. The European institutions have their own social security and pension scheme. The initial contract will be for a duration of **4 years**. Renewal is possible within the limits set out in the CEOS (Article 8). The jobholder will serve a probation period of nine months. The conclusion of the contract is subject to you fulfilling the conditions set out in CEOS (Article 12) and to the verification of the proof of education and professional experience noted in your CV. The place of employment will be Brussels.

## DIVERSITY & INCLUSION

The GSC is committed to diversity and inclusion. We actively seek diversity and promote inclusion among staff. We embrace all differences based on geographical and demographic characteristics and identities and strongly believe that diversity enriches our perspectives, improves our performance, and increases our well-being. We therefore encourage applications from qualified candidates from diverse backgrounds, across all abilities and on the broadest possible geographical basis amongst the EU Member States. For more information please click [here](#).

## APPEAL PROCEDURE

For more information on means of redress please use this [link](#).

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<sup>6</sup>Please note that any selection procedure at the GSC can be terminated at any stage in the interests of the service.