



# Careers in the European Union



REPÚBLICA  
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Centro de Informação  
Europeia Jacques Delors  
DGAE/Ministério dos Negócios Estrangeiros





# Careers in the European Union

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## Jacques Delors European Information Centre

The **Jacques Delors European Information Center (JDEIC)** is a public service created to transmit information about the European Union to citizens, in Portuguese. Integrated in the Directorate-General for European Affairs of the Ministry of Foreign Affairs, its mission is to provide citizens with a well-founded knowledge of EU values, policies, institutions, and programs, to enable more active and participatory European citizenship.



To strengthen the Portuguese presence in the European Institutions, the JDEIC:

- Maintains a website - <https://eurocid.mne.gov.pt/empregos/> - dedicated to disseminating information about jobs and internships in the European Union.
- Provides a customer service, by telephone and email, to answer questions regarding vacancies published on the website.
- Participates in events such as Job shops, Expo careers and Job Fairs, ensuring a proximity service to the students and citizens in general.
- Organizes information sessions/webinars on “Careers in the European Union”, presenting opportunities and explaining how to prepare for competitions.



## Why a career in the European Union

The EU offers a wide range of career opportunities in several European cities, notably Brussels, Luxembourg, and Strasbourg, as well as in its Delegations in the rest of the world.

### Interesting and stimulating work

The work covers the major issues that affect all EU citizens: climate change, migration, security, international trade, mobile communications, among others.

### International work environment

Staff is composed of people coming from all the EU Member States. This multinational and multilingual environment makes the work very enriching and stimulating.

### Professional mobility

What is offered is not a “job for life” but “a life with different jobs”. Thanks to the internal mobility system, you can work in different services and institutions throughout your career.

### Diversity, inclusion, and equality

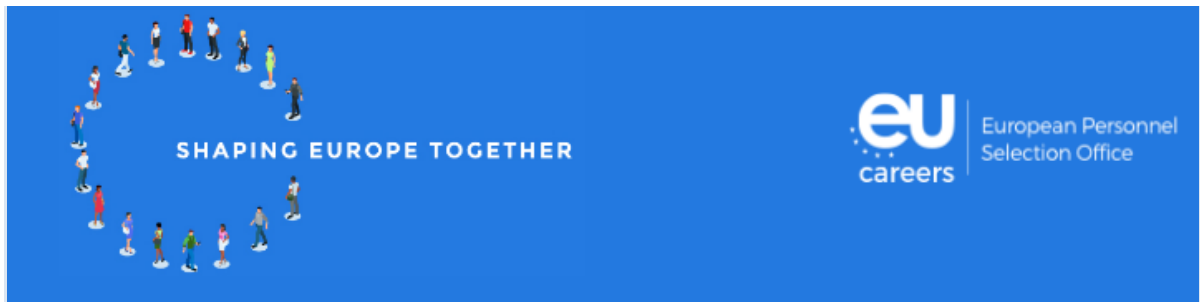
As an employer, the EU applies a policy of non-discrimination on grounds of sex, race, color, ethnic or social origin, genetic characteristics, language, religion, political or other opinion, membership of a national minority, wealth, birth, disability, age or sexual orientation.

### Contributing to the future of Europe

Contributing to improving the lives of more than 450 million European citizens is a daily challenge and privilege.

### Salary

The salaries are attractive and suited to the employee's profile.



## Recruitment for the European Institutions: selection by competition



professional experience.

Competitions organized by the European Personnel Selection Office (EPSO) are the main route of entry into the European workforce. EPSO organizes 2 types of competitions: generalists for recent graduates without professional experience and specialists, which require a few years of

EPSO generalist competitions are divided in several steps, all carried out remotely using a computer:

- ▶ Application process.
- ▶ Computer Multiple Choice Tests (TEMC) – assess verbal reasoning, numerical reasoning, and abstract reasoning.
- ▶ Knowledge test on EU Institutions and Policies, digital skills test, and written test.

The laureates are placed on a reserve list, to be distributed to recruiting agencies and services. However, presence on one of these lists does not constitute a guarantee of recruitment.

For more information about the competitions, see: [https://epso.europa.eu/home\\_pt-pt](https://epso.europa.eu/home_pt-pt)



## Applying for EPSO generalist competitions

### 1. WHO?

#### General Eligibility Requirements

- a) enjoy full rights as a citizen of a Member State of the EU,
- b) have fulfilled obligations imposed by national laws concerning military service,
- c) meet the character requirements for the duties concerned.

#### Specific Eligibility Requirements

Graduation/secondary education

With/without professional experience

### 2. LANGUAGES – knowledge of 2 official languages

You must have a thorough knowledge of one official EU language and a satisfactory knowledge of a different official EU language.

### 3. HOW?

Applying for an EPSO general competition takes place online and starts with opening an account on the EPSO portal [https://epso.europa.eu/how-to-apply\\_pt-pt](https://epso.europa.eu/how-to-apply_pt-pt)



## Benefits of working in EU Institutions

Healthy work-life balance

Competitive salary

Allowances for families, children, and their education

Training opportunities: language knowledge and improvement of professional skills for career progression

Brussels or Luxembourg enjoys a high quality of life, are very green, cosmopolitan and welcoming



Preparing for European competitions



## 1 Check the EPSO competition calendar regularly.

- EPSO Website: [https://epso.europa.eu/job-opportunities\\_pt-pt](https://epso.europa.eu/job-opportunities_pt-pt)
- Eurocid Website: <https://eurocid.mne.gov.pt/empregos>

## 2 Carefully read the notice.

The notice explains all about:

- requirements: diplomas and professional experience.
- the different phases of the competition and the tests that must be carried out.
- the number of winners and the criteria for success in the tests.

## 3 Start preparing.

Each test has a different methodology, designed to obtain the best response in the shortest amount of time. It's not easy at first, as techniques are needed to obtain the best results.

## 4 Start training.

After understanding the solution technique for each test, intensive training is highly recommended. Carry out online tests to measure time. This training serves as a self-assessment, allowing you to determine whether you are ready for the competition.

Work regularly and in small doses. It's better to work half an hour a day than 6 hours in a row once a week. Vary the tests to avoid habituation and saturation.

## 5 Useful support materials.

- **Jacques Delors Library** (Edifício do Caleidoscópio, Lisbon) – where it is possible to find preparation manuals for the tests (András Baneth)
- **Eurocid Website** (<https://eurocid.mne.gov.pt/empregos/empregos-preparacao-e-formacao>) – indicates a number of companies that provide training to these tests
- **EPSO tests phase** (<https://epso.europa.eu/pt-pt/selection-procedure/epso-tests>) – examples of tests with explanation about the selection process for permanent employees and contract agents
- **Youtube** - search for “EPSO tests” and get a full range of teaching tools: online tests, webinars, test solution tips...



**TRAIN**

**TRAIN**

**TRAIN**



## Internships in the European Union

Another opportunity that EU Institutions and Bodies offer young students and professionals who want to embark on a European career is to undertake an internship.

The internship is an excellent way to familiarize yourself with the procedures and policies of the European institution, to contribute to their daily work, to apply the academic knowledge, to gain experience working in an international, multicultural, and multilingual environment and to develop linguistic competences. All of these could be important for access to European civil service.

**Internships at European Institutions are aimed at graduates, are paid, last 5 months and take place in two periods per year (March to July/October to February). Applications for these internships open twice a year.**

The frequency of applications and the duration of internships vary according to the different Institutions/Bodies/Agencies, from several months up to a whole year. The place of employment is in the European city where the Institution or Agency is based. Two Agencies are based in Lisbon: The European Maritime Safety Agency and the European Monitoring Center for Drugs and Drug Addiction.

### Eligibility

- ▶ nationals of EU Member States and of candidate countries benefiting from a pre-accession strategy. However, a limited number of nationals of non-Member States are also accepted according to available resources.
- ▶ over 18 years of age.
- ▶ good knowledge of at least two European languages, one of which should be a working language of the European Commission (English, French or German). Candidates from non-Member States must have very good knowledge of at least one working language of the European Commission (English, French or German).
- ▶ completed the first cycle of a higher education course (university education).
- ▶ have not completed another internship at a European institution lasting more than 6 weeks.

## Application

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- ▶ Read the vacancy notice.
- ▶ Register on the Website of the institution or Agency that opens the vacancy.
- ▶ Fill the online form and download the requested documents: *CV Europass*, motivation letter, reference letter...

## Internships in the European Institutions

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- ▶ **Blue book**, organized by the European Commission, carried out in several European cities (1-2 vacancies in Lisbon) – applications in February and July.
- ▶ **Schuman**, organized by the European Parliament, carried out in several European cities (1-2 vacancies in Lisbon) – applications in May and October.
- ▶ **Council of the European Union**, carried out in Brussels – applications in February and August.
- ▶ **Court of Justice of the European Union (CURIA)**, carried out in Luxembourg - applications in February and July.
- ▶ **European Court of Auditors**, lasting 3 to 5 months, carried out in Luxembourg - 3 sessions per year: March to July, applications in September; May to September, applications in December; October to February, applications in April.
- ▶ **European Economic and Social Committee (EESC)**, carried out in Brussels – applications in – applications in January and July
- ▶ **European Committee of the Region**, carried out in Brussels – applications in – applications in January and July.
- ▶ **European Ombudsman**, carried out in Brussels and Luxembourg, lasting 12 months – applications in February.

Rights of the intern:

- internship supervisor, who defines the tasks, integrates the intern in the institution's environment and helps to prepare the final evaluation report.
- 2 days of vacation per month of work.
- working hours equal to those of the employees.
- monthly salary of around 1,300 euros, plus travel allowance.



The candidate's evaluation is based on **merit**: level of education, language skills, relevance of professional experiences, international mobility, motive, and ICT skills.

### Junior Professionals in Delegation (JPD)



The European External Action Service (EEAS) and the European Commission (EC) have created a high-level internship program that offers qualified young professionals the opportunity to work in EU Delegations around the world. The aim of the program is to enable young people to gain experience and solid knowledge of the role of Delegations in implementing EU external policies.

Junior Professionals will be offered a single traineeship agreement of a fixed term of 12 months, which can be renewed for another period of 12 months.

Every two years, the European External Action Service, and the European Commission open positions for this internship. The last application for these internships opened in January 2023.

### Eligibility

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Applicants for this internship program must:

- be a citizen of an EU Member State
- have at least a university degree equivalent to a master's degree, in a field relevant to the activities of the Delegations
- have an excellent command of English and/or French (knowledge of other languages is an advantage)
- show interest and motivation to work in an EU Delegation

Professional experience and/or extracurricular activities, such as volunteering or publications, is an important asset.

### Benefits offered for the 2023-2025 session

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Trainees entitled to a monthly remuneration package composed of:

- a grant of 2.000 EUR
- an accommodation contribution of 1.500 EUR
- a hardship contribution from 10% to 30%.

In addition:

- an installation contribution of 2.340 EUR at the beginning of their traineeship
- a contribution for the cost of the journey for each period of 12 months of traineeship – 2.926 EUR
- 1.800 EUR to cover the insurance cost for each period of 12 months of traineeship.

In the application form, candidates must inform about their academic background, language knowledge, professional experience, as well as extracurricular activities and motivation. In addition, they must indicate 3 preferred places, as well as the Service to which they are applying.

### Applications to the JPD program

Applications must be addressed exclusively to the authorities designated by each EU Member State.

In Portugal, the responsible authority is the Ministry of Foreign Affairs.

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Search: [https://www.eeas.europa.eu/eeas/next-call-expression-interests-junior-professionals-delegation-jpd-programme-will-be-open-4th\\_en](https://www.eeas.europa.eu/eeas/next-call-expression-interests-junior-professionals-delegation-jpd-programme-will-be-open-4th_en)

Diplomatic portal: <https://portaldiplomatico.mne.gov.pt/sobre-nos/carreiras-e-opportunidades>

Eurocid portal: <https://eurocid.mne.gov.pt/empregos>

## WEBSITES



Portal Eurocid

<https://eurocid.mne.gov.pt>



Biblioteca Jacques Delors

<https://eurocid.mne.gov.pt/biblioteca>

## SOCIAL NETWORKS



Empregos e Estágios na UE

<https://pt.linkedin.com/showcase/empregos-e-estágios-na-ue>

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<https://www.instagram.com/centrojacquesdelors>

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<https://www.youtube.com/CentrodeInformaçãoEuropeiaJacquesDelors>

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<https://pt.slideshare.net/CIEJDCentroJacquesDe>



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**IF YOU ARE SELECTED, CONTACT US!**