

# Call for applications

Selection of contract staff

**No CA.2026.02 — HR support officer**

**Contract agent 'FGIII' — 5-year contract**

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## EUDA

The EUDA is one of the European Union's decentralised agencies. Based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EUDA's mission focuses on contributing to EU preparedness on drugs through four main actions:

**Anticipate:** We anticipate future drug-related challenges and their consequences.

**Alert:** We alert in real time on new drug risks and threats to health and security.

**Respond:** We help the EU and its Member States strengthen their responses to the drug phenomenon.

**Learn:** We facilitate EU-wide knowledge exchange and learning for evidence-based policies and interventions.

The EUDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

For further information on the EUDA, please visit <https://www.euda.europa.eu/>

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## Position

The position we are recruiting for is situated within the Resources management and administrative services unit, and the selected candidate will be reporting to the Head of the Human resources management sector.

The jobholder will ensure that training and development activities are aligned with the EUDA's strategic priorities, operational needs and succession planning objectives.

The jobholder will lead the full lifecycle of learning and development activities — from training needs analysis and annual planning to implementation, evaluation and continuous improvement — ensuring effective budget monitoring, regulatory compliance and data-driven decision-making. Acting as the Agency's focal point for training matters, the jobholder will manage the EU Learn platform, coordinate internal and external stakeholders, and contribute to fostering a culture of continuous learning, leadership development and organisational excellence. The role supports the Agency's mission by enhancing staff competencies, promoting professional growth and ensuring efficient and transparent management of training resources. The jobholder will be also responsible for the Wellbeing plan and related initiatives at the EUDA.



## Main duties

The successful applicant will be requested to perform the following main tasks and responsibilities:

- Develop, implement and regularly review the Agency's Learning and Development (L&D) strategy, ensuring alignment with organisational priorities, workforce planning and EU regulatory requirements.
- Conduct systematic training needs analyses in cooperation with Heads of unit and sector to identify capability gaps.
- Collect training needs from the annual appraisal exercise and strategic documents and establish the annual training plan together with the Training Committee.
- Ensure integration of transversal priorities such as leadership development, digital skills, diversity and inclusion, ethics, and staff wellbeing into the annual learning framework.
- Design, procure and coordinate learning interventions (e.g. classroom training, e-learning, blended learning, leadership development, onboarding programmes), ensuring quality, cost-effectiveness and measurable impact.
- Liaise with external providers to ensure content alignment with organisational needs.
- Review training materials prior to delivery and provide operational support during sessions.
- Organise all logistical aspects of training (venue/online setup, materials, technical arrangements).
- Manage the training budget, including financial planning, procurement procedures and contract management of external training providers in line with the EU Financial Regulation.
- Establish and monitor KPIs to evaluate the effectiveness and return on investment of learning initiatives; prepare periodic reports for management.
- Administer and manage the EU Learn platform:
  - Create, update and maintain courses in the EU Learn training catalogue;
  - Manage enrolment, attendance tracking, certifications and reporting;
  - Extract and analyse training data, ensure data accuracy and proper record management;
  - Provide user support related to training registration and system use.
- Coordinate other staff development activities tailored to EUDA-specific needs, including training organised by units, onboarding programmes, team building events, language training and customised leadership training.
- Develop, implement and periodically review the Agency's wellbeing strategy and annual action plan, ensuring alignment with organisational objectives, HR policies and applicable EU regulatory frameworks.
- Design, coordinate and monitor wellbeing initiatives (e.g. psychosocial risk prevention, worklife balance measures, mental health awareness, staff engagement actions), assessing their impact through defined KPIs and reporting to management.
- Act as focal point for wellbeing matters, liaising with internal stakeholders and external service providers to ensure coherent, compliant and effective delivery of wellbeing measures.
- Maintain and update the relevant intranet spaces.



- Provide back-up function for other HR officers.

The jobholder may be required to contribute to other areas of work, according to the needs and priorities of the EUDA.

In order to perform the duties of the post and ensure effective communication with the actors and stakeholders involved, the main working language required for the job is English.

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# 1. Job requirements

## 1.1. Eligibility requirements

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### Introduction

The selection procedure is open to applicants who satisfy the eligibility criteria below, on the closing date for application.

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### General requirements

- Be a national of one of the Member States of the European Union, Norway or Türkiye;
- Have fulfilled any obligations imposed by the laws concerning military service, if applicable;
- Produce the appropriate character references as to the suitability for the performance of the required duties;
- Be physically fit to perform the duties of the post <sup>(1)</sup>.

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### Education requirements

- A level of post-secondary education attested by a diploma, or
- A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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### Language requirements

- Possess a thorough knowledge (mother tongue or minimum level C1) of one of the official languages of the European Union and,
- a proven satisfactory knowledge (minimum level B2) of another of these languages to the extent necessary for the performance of the required duties <sup>(2)</sup>.

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<sup>(1)</sup> As a condition for appointment, the successful candidate shall be medically examined in order that the EUDA may be satisfied that they fulfil this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

<sup>(2)</sup> In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.



## 1.2. Essential requirements

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### Introduction

All eligible applications, according to the aforementioned criteria, will be assessed against the requirements listed below solely based on the information provided by the candidates in their application.

Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.

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### On the basis of the application

1. A completed university degree in a relevant area, such as HR management, capacity building, psychology, organisational development, corporate training, adult education or similar.
  2. At least three years of proven experience working in the area of training and development.
  3. Proven experience in managing the complete training cycle including strategic planning and alignment with organisational priorities, in addition to operational delivery (training needs analysis, design and planning, development, delivery, evaluation, review and continuous improvement).
  4. Proven experience creating training and onboarding materials (institutional programmes, onboarding curricula, e-learning content, training catalogues).
  5. Proven experience handling training budgets, training-related procurement and financial processes.
  6. Advanced proficiency in Learning Management Systems (EU Learn, Moodle, or similar) to support organisational learning objectives, reporting and decision-making.
  7. Proven experience in designing a wellbeing strategy and implementing wellbeing initiatives.
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### On the basis of the interview

1. Knowledge of the functioning of the European Union and the EUDA in the EU context.
2. Proven experience of drafting and implementing an annual training plan, ensuring strategic alignment, financial monitoring and timely execution.
3. A strong understanding of implementing a competency framework into the area of training, analysing workforce capability and succession planning needs.
4. A strong understanding of how to measure training effectiveness and analyse post-training performance improvements.
5. Proven experience of drafting and implementing an annual wellbeing plan, ensuring strategic alignment, financial monitoring and timely execution.
6. Proven experience preparing training-related procurement and contractual documentation.
7. Excellent planning and organisational skills with a methodical approach to prioritisation and achieving goals.
8. Ability to manage multiple tasks under pressure and meet conflicting deadlines.



9. Ability and willingness to assume accountability and act with honesty, transparency and ethical responsibility in all decisions.
10. Ability to adapt quickly and deliver efficiently in complex, evolving environments by learning continuously, anticipating change, adopting emerging skills and behaviours, and overcoming structural or procedural rigidity.

#### On the basis of the written test

1. Demonstrated ability to analyse complex information, identify root causes, synthesise qualitative and quantitative data, and formulate evidence-based conclusions and recommendations.
2. Ability to develop medium- and long-term approaches aligned with organisational priorities, anticipate implications, and integrate training and wellbeing initiatives within the broader institutional framework.
3. Capacity to design realistic, implementable solutions that consider available resources, operational constraints, timelines, and administrative procedures.
4. Ability to present information in a clear, concise, and logically structured manner, producing well-organised written documents tailored to a management audience.

### 1.3. Advantageous requirements

#### Introduction

Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

#### On the basis of the application

1. A specialised training platform certification, such as an EU Learn Manager Certification, Moodle Educator Qualification or similar.
2. A coaching certification.
3. Proven experience administering and managing the EU Learn platform and mapping, curating and disseminating available EU Learn courses in line with organisational priorities.
4. Proven experience using AI for training and development.

## 2. Submission of applications

### 2.1. Overview

#### Procedure

- Interested candidates must apply for this post through the EUDA e-recruitment application, accessible on this link: <https://e-recruitment.euda.europa.eu>.



- To make an online application you will need to create your EUDA profile using a valid e-mail address and a password.
- During the application procedure, candidates should ensure that they clearly indicate how they meet the selection criteria in their application.
- All sections of the application should be completed in English in order to facilitate the selection procedure.

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### Deadline for applications

The closing date for the submission of applications is 29/05/2026 at 23.59, Lisbon time.

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## 2.2. Selection procedure

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### Selection on files

- The selection on files is the phase during which the selection committee assesses, on the basis of each application file received, whether candidates meet the requirements set for admission, eligibility and selection.
- The essential requirements have a maximum of 10 points each. Non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.
- The advantageous requirements have a maximum of 5 points each. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.
- On this basis, the selection committee will select the candidates that obtain at least 60 % of the total points available to rank their compliance with the essential requirements and with the advantageous requirements.
- The maximum number of invitees for an interview shall be 10. This ceiling may be adapted, depending on the number of applications received, by decision of the appointing authority/authority authorised to conclude employment contracts. Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

### Interview and written test

- The selected candidates will be invited to carry out an interview and a written test.
- Interviews will be held by the selection committee, either at the EUDA's premises or remotely (online). The candidates will be assessed on the basis of the essential requirements mentioned above out of a maximum of 10 points each and the advantageous requirements above out of a maximum of 5 points each.
- Candidates will be asked to undergo a written test, either at the EUDA's premises or remotely (online). The candidates will be assessed on the basis of the requirements mentioned above and a maximum of 30 marking points will be available for this purpose.



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## Reserve list

- The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing authority/authority authorised to conclude employment contracts of the EUDA.
- Only candidates who reach 70 % of the marking points can be included in the reserve list for appointment.
- On the basis of the adopted reserve list, the appointing authority/authority authorised to conclude employment contracts of the EUDA may offer a contract of engagement.
- Candidates shall note that the inclusion in the reserve list does not guarantee recruitment, which will depend, among other things, on availability of vacant posts and budget.
- The established reserve list may be used in order to fill similar positions within the EUDA.
- The reserve list will be valid until 31/12/2028 and may be extended by decision of the EUDA appointing authority/authority authorised to conclude employment contracts.

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## Selection committee

The selection committee for this selection procedure will be composed as follows:

- Miguel Gonçalves (chairperson)
- Marisa de Oliveira (member)
- Berta Grau-Pujol (member designated by the EUDA Staff Committee)

The selection committee's work and deliberations are strictly confidential and any contact, either direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

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## Information on the process

All candidates will be informed of the outcome of the selection procedure.

For up-to-date information on the process of this selection procedure, please visit the EUDA's website at the following link: <https://www.EUDA.europa.eu/about/jobs>

Applicants invited for the second phase may be entitled to a flat-rate contribution towards travel and subsistence expenses. Information will be provided together with the invitation letter.

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## Special adjustments

The EUDA strives to increase the diversity of the EU's talent pool so that the EU civil service is representative of the diversity of the citizens it represents and serves.

EUDA selection procedures are designed to be clear, transparent and accessible to all candidates. The goal is to provide them with an equal opportunity to demonstrate their competencies and skills. If you need special adjustments in the EUDA's selection procedure due to a disability or medical condition, please contact the recruitment team.

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## 3. Conditions of employment

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**Legal framework** A contract offer will be made pursuant to the Conditions of Employment of Other Servants of the European Union (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period according to Chapter 4, Article 85 of these Conditions.

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**Place of employment** The place of employment will be Lisbon, Portugal, where the EUDA has its seat.

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**Remuneration** The remuneration consists of a basic salary and, where applicable, additional allowances, paid on a monthly basis and reimbursements, paid upon their evidenced occurrence.

**Monthly basic salary:**

- The job holder's monthly basic salary will approximately amount to EUR 3 475.62 for function group 'FG III' in grade 8.

**Correction coefficient:**

- A correction coefficient is applied to the remuneration of staff members in order to make up for differences in living conditions, as compared to Brussels and Luxembourg.
- In order to evaluate such differences in living conditions, the EU Staff Regulations use differences in purchasing power as a statistically reliable and calculable indicator.
- For Portugal, the local weighting factor for 2026 is 92.4 %.

**Examples of net monthly salaries are presented below:**

**CA FGIII**

a) Minimum final net salary (without any allowances): EUR 2 722.65

b) Final net salary with expatriation allowance: EUR 3 383.21

c) Final net salary with expatriation, household and 1 dependent child allowance:  
EUR 4 054.61

**Income tax**

- Income tax is levied progressively at a rate of between 8 % and 45 % of the taxable portion of your salary.
- A special levy (6 %) is calculated on the part of the remuneration exceeding the minimum remuneration.
- Your salary is exempt from Portuguese tax.
- For more information, please see the protocol on the immunities of the European Union.

**Social security**

Staff members pay a community tax at source and contribute to:



- health insurance and accident insurance;
- EU pension scheme;
- unemployment insurance.

**Depending on their individual family situation and the place of origin, the jobholder may be further entitled to:**

- Expatriation or foreign residence allowance;
- Family allowances:
  - household allowance;
  - dependent child allowance;
  - pre-school allowance;
  - education allowance;
- Taking up duties allowance:
  - installation allowance;
  - daily allowance intended offset costs of temporary residence;
  - reimbursement of removal expenses;
  - initial travel from place of recruitment to the place of employment for the staff member and direct family.

**Annual leave**

- Staff members are entitled to annual leave of 24 working days plus EUDA holidays, which correspond to some Portuguese national holidays and Easter, Christmas and other events.
- Additional leave days are granted for age, grade and if you are entitled to the expatriation allowance. Special leave is granted for certain circumstances such as marriage, birth of a child or other family events.

For more information consult our website: <https://www.euda.europa.eu/>

**Confirmation of engagement and security clearance**

Staff engaged by the EUDA are required to serve a probationary period of nine months. The successful applicants may be required to undergo a security vetting and clearance procedure.

**Declaration of commitment to serve public interest independently**

Staff engaged by the EUDA are required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to their independence.

EUDA staff are required to carry out their duties and conduct solely with the interests of the EUDA and of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside their agency. EUDA staff shall



carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EUDA and to the European Union.

### Protection of personal data

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party.

Any data provided will be treated in the strictest confidence and with high standards of security.

All documents provided to the EUDA during this selection procedure will be kept in the EUDA's files and will not be returned to applicants.

Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EUDA.

For further details please read carefully the 'Privacy statement' as published in the EUDA website at the following link: [https://www.EUDA.europa.eu/about/data-protection\\_en](https://www.EUDA.europa.eu/about/data-protection_en).

## 4. Request for review and appeal procedure

### Request for review

A candidate who feels that a mistake has been made during the selection procedure may ask to have their application reconsidered by sending, within 20 calendar days from 13/07/2026, a request for review, quoting the number of the selection procedure concerned to the chairperson of the selection committee at the following address:

EUDA  
Chairperson of the selection committee  
Praça Europa 1, Cais do Sodré  
1249-289 Lisbon  
Portugal

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

### Appeals procedure

Candidates who consider that they have been adversely affected by a particular decision may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Union, at the following address:

EUDA Executive Director  
Praça Europa 1, Cais do Sodré  
1249-289 Lisbon  
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1594050364017&uri=CELEX:01962R0031-20140101>) starts to run from the time the candidate is notified of the act adversely affecting them.



Like all citizens of the European Union, candidates can make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman — CS 30403  
67001 Strasbourg Cedex  
France

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

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## 5. EUDA contact

Email: [Recruitment@euda.europa.eu](mailto:Recruitment@euda.europa.eu)

Recruiter: Eilika Schlüter

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