

# International Organisations

Employment opportunities in the United Nations, the largest of all international bodies, are treated separately in the next chapter. The international organisations included in this chapter recruit on a smaller scale, but have a steady intake of UK and international personnel, particularly at the professional and senior administrative levels. The European Union and its agencies are major employers of international staff at all levels. It should be noted that British citizens are under-represented in European Union institutions, and that open competitions are organised for entry to the secretarial and clerical grades (see below).

The organisations listed below provide an example of the scope of work available, but are only a few of the international bodies that may be recruiting at any particular time. A more complete list of the world's major international organisations and associations is given in Volume I of the *Europa Yearbook* and a comprehensive list is found in the *Yearbook of International Organisations* (published by the Union of International Associations in Brussels). Both of these publications are available in all good public reference libraries.

## THE EUROPEAN UNION

### CONSTITUTION

The European Union is set apart from other international organisations by its unique institutional structure. In becoming signatories to the treaties of Rome, Paris and Maastricht, member states of the EU effectively agree to surrender a measure of their sovereignty, which is invested in some of the institutions below. These various agencies and institutions work together, and all subscribe to the same recruitment procedures. Further information on the background of the European Union and its relation to the European Economic Area can be found in the chapter *Rules and Regulations* earlier in this book. A useful source of information on the general structure of the EU, including details of all its operations and representatives, is *The European Companion*, published by The Stationary Office and available in most reference libraries. The European Union has a website at <http://europa.eu.int>.

The *European Commission*, Rue de la Loi 200, B-1049 Brussels, Belgium; ☎ +32 2 299 1111; fax +32 2 299 4609; <http://europa.eu.int/comm/>, was created by the merger of the EEC (European Economic Community), ECSC (European Coal and Steel Community), and Euratom in 1967, and is the forerunner of today's EU. It enjoys a great deal of independence in its duties and represents the Community interest, rather than that of the individual member states. The European Commission is responsible for the implementation of regulations and directives of the European Council and can bring a case before the European Court of Justice to ensure that Community law is enforced. It is the guardian of the various Treaties that established the EU and its institutions, and can intervene in the legislative process to facilitate agreement between the European Council and Parliament. It also has powers in respect of research and technology, development aid within the EU and regional cohesion, and the conduct of common policies. The Commission is organised into 23 Directorates-General, each administering different areas of policy, and departments

including the Legal Service, Joint Interpretation and Conference Service, Statistical Office, Informatics Directorate and Translation Service, located mainly in Brussels and Luxembourg. In contrast to many other international organisations it controls its own financial affairs, and is seen by some as the embryo of a future pan-European government accountable to a two-chamber parliament that might evolve from the present European Parliament (see below). The European Commission employs around 17,000 administrative staff, the majority of whom work in Brussels.

*Council of the European Union*, Rue de la Loi 175, B-1048 Brussels, Belgium; ☎+32 2 281 6589; fax +32 2 281 7397; e-mail [public.info@consilium.europa.eu](mailto:public.info@consilium.europa.eu); [www.consilium.europa.eu](http://www.consilium.europa.eu), is a body which has characteristics of both a supranational and an intergovernmental organisation. The heads of state of EU Member Countries meet (along with the President of the European Commission) under the auspices of the Council of the EU twice a year; and there are other ministerial meetings in areas such as foreign affairs, agriculture, transport and the environment. The Council legislates for the European Union (along with the Parliament and Commission, whose proposals it must ratify) and is primarily a decision making body, setting political and practical objectives for the Union. The Council also deals with current international issues through the common foreign and security policy (CFSP), which allows the Member States to align their diplomatic positions. Each state has a national delegation of civil servants, diplomats and administrative staff. The Council is supported by a secretariat of around 2,500 staff based in Brussels, about of whom 450 are administrative (A grade) and a further 600, translation staff (LA grade).

*European Parliament*, Secretariat-General of the European Parliament, European Centre, Plateau du Kirchberg, BP 1601, 2929 Luxembourg; ☎+352 43001; fax +352-4300 29494; [www.europarl.europa.eu](http://www.europarl.europa.eu), has legislative, budgetary and supervisory roles within the EU. Elections to the European Parliament are held every five years and its plenary sessions are normally in Strasbourg. Brussels is the usual venue for meetings of its various committees, which prepare the ground for full sittings of the Parliament. The Maastricht Treaty strengthened the European Parliament's legislative role by extending its powers of decision to specific areas such as the free movement of workers, education, research, the environment, health, culture and consumer protection. It also approves the European Union's budget each year.

*European Court of Auditors*, 12 rue Alcide De Gasperi, L-1615 Luxembourg; ☎+352 4398 45410; fax +352 4398 46430; e-mail [euraud@eca.europa.eu](mailto:euraud@eca.europa.eu); [www.eca.europa.eu](http://www.eca.europa.eu), audits the accounts of the European Union and its various institutions and agencies. Its members are appointed by the member states of the Union.

*The Court of Justice*, L-2925, Luxembourg; ☎352-43031; fax 352-4303 2600; e-mail [ECJ.Registry@curia.eu.eu](mailto:ECJ.Registry@curia.eu.eu); <http://curia.eu.int/>. The Court of Justice comprise twenty five judges and eight advocates-general who work to ensure that Community law is interpreted and implemented in line with the Treaties. The Courts of First Instance were established in 1989 to speed the work of the Courts of Justice by taking on cases relating to competition, damages and staff claims.

*European Economic and Social Committee*, 99 rue Belliard, B-1040 Brussels, Belgium; ☎+32 2 546 9011; fax +32 2 513 4893; [www.eesc.europa.eu](http://www.eesc.europa.eu). ECOSOC represents the interests of employers and employees (via trade unions), as well as various interest groups such as farmers and consumers.

*Committee of the Regions*, 101 rue Belliard, B-1040 Brussels, Belgium, ☎+32 2 282 2211, fax +32 2 282 2325; [www.cor.europa.eu](http://www.cor.europa.eu), was set up by the Maastricht Treaty and is consulted by the Council, the European Parliament or the Commission on matters of regional policy.

*European Central Bank*, Kaiserstrasse 29, D-60311 Frankfurt am Main, Germany; ☎+49 -69 13440; fax +49 69 134460; e-mail [info@ecb.int](mailto:info@ecb.int); [www.ecb.int](http://www.ecb.int), is the central

bank for Europe's single currency, the euro. The ECB's main task is to maintain the euro's purchasing power and thus price stability in the euro area. The euro area comprises the 12 European Union countries that have introduced the euro since 1999.

### **OTHER INSTITUTIONS OF THE EU**

In recent years a number of new institutions have been set up by the EU, all of which recruit via the same process as the other bodies mentioned above. These agencies, their remit, and locations are as follows:

*European Agency of Health and Safety at Work*, Spain; <http://europe.osha.eu.int>. Improving work conditions.

*European Centre for the Development of Vocational Training*, Greece; [www.cedefop.europa.eu](http://www.cedefop.europa.eu).

*European Agency for Reconstruction*, Greece; [www.ear.eu.int](http://www.ear.eu.int).

*European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)*, Lisbon; [www.emcdda.europa.eu](http://www.emcdda.europa.eu). Analysing data and trends in drugs.

*European Environment Agency*, Copenhagen; [www.eea.eu.int](http://www.eea.eu.int). Evaluating and monitoring of environmental statistics.

*European Training Foundation*, Turin; [www.etf.eu](http://www.etf.eu). Harmonising training procedures.

*European Medicines Agency (EMA)*; [www.emea.eu.int](http://www.emea.eu.int). Evaluation and supervision of medicines.

*European Community Plant Variety Office*, France; [www.cpvo.fr](http://www.cpvo.fr).

*European Monitoring Centre on Racism and Xenophobia*, Vienna; [www.eumc.eu.int](http://www.eumc.eu.int).

*Office of the European Union Trade Marks and Design*, Spain; <http://oami.europa.eu>.  
Registration of trademarks.

*Europol*, The Hague; [www.europol.eu.int](http://www.europol.eu.int). EU law enforcement organisation.

*European Foundation for the Improvement of Living and Working Conditions*, Ireland; [www.eurofound.ie](http://www.eurofound.ie).

*Translation Centre for the Bodies of the European Union*, Luxembourg; [www.cdt.europa.eu](http://www.cdt.europa.eu).

### **RECRUITMENT**

The European Union currently employs over 27,000 permanent and 2,000 temporary staff and opportunities exist for EU citizens to work in these institutions at all grades. In theory positions are open to all nationals, however, in practice an unofficial quota system exists to ensure that jobs are equally distributed among citizens of the various member states. Personnel for all EU institutions are recruited in the following categories:

- Grade A – Senior administrative staff (graduate level)
- Grade LA – Linguists/translators/interpreters (graduate level)
- Grade B – Administrative assistant staff (secondary education level)
- Grade C – Clerical officers, secretaries, shorthand/typists
- Grade D – Skilled workers

The Commission, Council, Parliament, Committee of the Regions and the Economic and Social Committee all share the same method of recruitment: vacancies are filled by open competition following published notices. These competitions comprise three stages and the process usually takes some months. Advertisements of notices are published in the national press; and for more detailed information you can see the *Official Journal of the European Communities*, (see under *Information* below). Candidates who are selected in the open competitions form a reserve recruitment list and may be offered positions as they become vacant. Success in a competition is not, therefore, a guarantee of getting a job; and it may be several years before a post is offered. Entry-level posts are usually restricted to those under

35 years of age. For entry to higher-level posts, the usual age limit may be raised to 50 years. In addition to permanent staff, the Commission sometimes advertises for administrators and specialists for temporary contracts of three to five years. For these short-term posts, recruitment procedures may differ from the competition process.

Enquiries concerning competitions should be addressed to the Personnel Division or General Administration of the institution concerned. You can also subscribe directly to the *Official Journal of the European Communities* by contacting the various national government bookshops (UK addresses below); this publication is also available in all good reference libraries. Details on recruitment into the European Commission are available from <http://europa.eu/epso/>.

Those interested in interpreting and translating for the Commission can obtain further information from the *Joint Interpreting and Conference Service*, Translation Service and Recruitment Unit, European Commission, Wetstraat 200, rue de la Loi, B-1049 Brussels, Belgium, by fax from +32 2 296 4306, or visit [http://ec.europa.eu/dgs\\_en.htm](http://ec.europa.eu/dgs_en.htm), which lists all the directorates-general including Interpretation and Translation. Applications to participate in the intensive six-month training course this service offers should be addressed to *Head of Training*, SCIC, 200 Rue de la Loi, B-1049 Brussels (which is also the contact address for freelance interpreters). There are strict eligibility criteria. The Council of Ministers also employs translators but not interpreters, as they use the Commission's interpreters. Details are published in the *Official Journal of the European Unions* in the C series (containing information and notices), which can be obtained through a network of sales agents all around the EU and the rest of the world. Further information is available on the European Union's publisher's website (<http://publications.europa.eu>).

Information concerning scientific posts can be obtained from the *Directorate-General for Science Research and Development*, Joint Research Centre, European Commission, Public Relations Unit, SDME 10/78, B-1049 Brussels, Belgium; ☎ +32 2 295 7624; fax +32 2 299 6322; e-mail [jrc-info@ec.europa.eu](mailto:jrc-info@ec.europa.eu); [www.jrc.cec.eu.int](http://www.jrc.cec.eu.int).

## **SPECIAL ENTRY SCHEMES**

### **Robert Schuman Scholarships**

In addition to the normal recruitment channels outlined, there are a number of special entry schemes. The European Parliament offers following training schemes: Robert Schuman Scholarships (general and journalism options) for graduates of universities or equivalent institutions Translation Traineeships for linguists, which allows qualified applicants to spend periods of three months in the translating departments. Participation in these schemes in no way guarantees permanent employment. Applications should be completed online. For further information on Robert Schuman scholarships contact: The *European Parliament*, Traineeships Office (Robert Schuman Scholarships), KAD 02C008, L-2929, Luxembourg; ☎ +352 4300 24882; e-mail [stages@europarl.eu.int](mailto:stages@europarl.eu.int), and for details about translation traineeships contact: European Parliament, Translation Traineeships Office, TOB 04B022, L-2929 Luxembourg; ☎ +352 4300 27777; e-mail [translationtraineeships@eurparl.eu.int](mailto:translationtraineeships@eurparl.eu.int), or visit the European Parliament website [www.europarl.europa.eu](http://www.europarl.europa.eu) and see 'Traineeships' under 'Parliament and you'.

### **Stagiaires**

The European Commission, the Committee of the Regions, and the Economic and Social Committee run a *stagiaire* training course for graduates (the age limit is 30) which lasts between three and five months. A stagiaire can be helpful in preparing for the competitive examinations for Grade A (administrative) posts. Enquiries should be made to the Traineeships Office, *European Commission*, B-1049 Brussels, Belgium; ☎ +32

2 299 2339; fax +32 2 299 0871; e-mail [eac-stages@ec.europa.eu](mailto:eac-stages@ec.europa.eu); <http://ec.europa.eu/stages/>. Approximately 200 *stagiaire* positions are offered annually. Applicants should register online.

Undergraduates and recent graduates wishing to find out about *stages* (or work placements) for administrative trainees should visit the website of *European Commission Office* in London <http://ec.europa.eu/unitedkingdom> under 'How to work with the EU'. Further information and an application form for *stagiaire* opportunities in the *Translation Service*, can be obtained from the Translation Service address above.

### **The Court of Justice and The Court of First Instance**

The Court of Justice and First Instance recruit independently of the other institutions of the European Communities, although their procedures are similar. All vacant posts are advertised in the national press as and when they arise. The list is also available at <http://curia.europa.eu>.

The Court of Justice offers a limited number of stages ever year (maximum duration 5 months). Applicants must be holders of a degree in law or in political sciences. For traineeships in the Interpreting Division, a diploma in conference interpreting and a postgraduate qualification are required. Application forms should be downloaded from [http://curia.eu.int/en/infosprat/formulaire\\_stage.htm](http://curia.eu.int/en/infosprat/formulaire_stage.htm) and posted with requested documents to: The Court of Justice, Division du personnel de la cour de justice des Communautés européennes, L-2925 Luxembourg.

### **FURTHER INFORMATION**

The Personnel and Administration Department of the European Commission produces a free booklet entitled *Opportunities in the European Commission*, explaining its recruitment procedures and employment conditions. Detailed information about careers in the Commission may be obtained from the Recruitment Unit – Info-Recruitment, European Personnel Selection Office, Office C80 4/11, B-1049 Brussels, Belgium, ☎ +32 2 299 3131; fax +32 2 295 7488; <http://europa.eu.int/en/epso/>.

In addition to the separate institutions themselves, information can be obtained from the Representative Offices of the European Commission in all member states. In the UK, there are Representations at the following addresses:

- 8 Storey's Gate, London SW1P 3AT; ☎ 020-7973 1992; <http://ec.europa.eu/unitedkingdom/>.
- 9 Alva Street, Edinburgh EH2 4PH; ☎ 0131-225 2058.
- 2 Caspian Point, Cardiff CF10 4QQ; ☎ 029-2089 5020.
- Windsor House, 9-15 Bedford Street, Belfast; ☎ 028-9024 0708.

The Irish Representation of the *European Commission* is at European House, Dawson Street, Dublin 2; ☎ 1-662 5113; fax 1-662 5118; e-mail [eu-ie-info-request@cec.eu.int](mailto:eu-ie-info-request@cec.eu.int); [www.euireland.ie](http://www.euireland.ie). There are also regional European Information Centres in many cities, which can be contacted for information about funding and regional development. The London office of the *European Parliament* is at 2 Queen Anne's Gate, London SW1H 9AA; ☎ 020-7227 4300; fax 020-7227 4302; e-mail [eplondon@europarl.europa.eu](mailto:eplondon@europarl.europa.eu); [www.europarl.org.uk](http://www.europarl.org.uk); and in Ireland at 43 Molesworth Street, Dublin 2; ☎ +353 1-605 7900; fax +353 1 605 7999; e-mail [epdublin@europarl.eu.int](mailto:epdublin@europarl.eu.int); [www.europarl.ie](http://www.europarl.ie).

The *Official Journal of the European Communities* can be consulted at these offices, as can copies of all EU documents and publications. These can also be found at many public, university and specialist libraries (some of which are designated as *European Documentation Centres*).

## OTHER ORGANISATIONS

*Consultative Group on International Agricultural Research (CGIAR)*, Secretariat, MSN G6-601, 1818 H Street NW, Washington DC, 20433; ☎202-473 8951; fax 202-473 8110. [www.cgiar.org](http://www.cgiar.org), is an informal association of 64 members which supports a network of 15 international agricultural research centres. The Group, co-sponsored by FAO, UNDP, UNEP and the World Bank, consists of 37 governments, 11 multilateral development agencies, and four non-government foundations. CGIAR centres conduct research into food crops that provide 75 per cent of food energy and a similar share of protein requirements in developing countries.

*Council of Europe*, Avenue de l'Europe, F-67075 Strasbourg, France; ☎+33 3 8841 2033; fax +33 3 8841 2475; e-mail [infopoint@coe.int](mailto:infopoint@coe.int); [www.coe.int](http://www.coe.int), periodically recruits graduates for general administrative posts at the secretariat in Strasbourg, with an initial contract of two years. The essential requirements are a good university degree, excellent drafting ability in English and a very good reading knowledge of French. Two years' administrative experience is usually required. Recruitment is by competitive written examination and interview of short listed candidates. Specialist vacancies also occur, notably for practising lawyers. In addition, experienced English-language secretaries with good GCSEs and some A levels (with good grades in English and French) and 50 wpm minimum typing are regularly recruited. A copy of the current list of competitions and up-to-date information on career opportunities are available via the website [www.coe-recruitment.com](http://www.coe-recruitment.com). Occasional freelance work for fully qualified conference interpreters with bilingual English/French, capable of translating from German, Italian, Russian or other major Slavonic languages. Postgraduate translation diploma and experience essential. There are also traineeships offered by the Council of Europe. The Trainee Scheme consists of three three-month periods per year: January to March, April to June and October to December.

*European Organisation for Nuclear Research (CERN)*, Recruitment Service, Human Resources Department, CH-1211 Geneva 23, Switzerland; ☎+41 22 767 2735; fax +41 22 767 2750; [www.humanresources.web.cern.ch](http://www.humanresources.web.cern.ch), accepts applications from nationals of member states (including the UK) for their fellowships. Most appointments are in the field of experimental and theoretical subnuclear physics. However, there are some openings in applied physics, electronics, computing and engineering for recent graduates at Bachelor level or above. One year CERN Fellowship Programme (extending for a second year) has two sub-programmes: the Senior Fellowship for people with a PhD or at least four years of experience after the degree, and the Junior Fellowship for those with a Technical Engineer degree (or equivalent) and at most a MSc degree with not more than four years of experience.

Associateships in the fields listed above are available for research scientists of any nationality, who will normally be on leave of absence from their parent institute during the tenancy of the associateship (maximum duration one year). Scientific associateships for collaboration in CERN laboratory work are usually supported financially by parent institutes, but there are a number of paid associateships to enable scientists to join an existing project.

Applications should be made electronically via the e-recruitment system <https://ert.cern.ch/>.

*International Organization for Migration (IOM)*, 17 Route des Morillons, CH-1211 Geneva 19, Switzerland; ☎+41 22 717 9111; fax +41 22 798 6150; e-mail [info@iom.int](mailto:info@iom.int); [www.iom.ch](http://www.iom.ch), has 118 member governments, including the UK and USA, and 20 observer governments. Since 1951, IOM has assisted migratory movements of refugees

and nationals on a worldwide scale; since its foundation it has processed and moved more than 11 million migrants to resettlement countries.

In addition to providing services and assistance to refugees, the Organisation's task is to assist qualified technicians and professionals to ensure transfer of technology in order to promote the economic, social and cultural advancement of developing countries. In this connection IOM carries out Migration for Development programmes such as Return of Talent, Selective Migration, Integrated Experts, and Intra-regional Co-operation among Latin American countries in close co-operation with the national labour authorities.

*North Atlantic Treaty Organisation (NATO)*, Recruitment Service, NATO Headquarters, 1110 Brussels, Belgium; ☎ +32 2 707 3677; e-mail [recruitment.a@hq.nato.int](mailto:recruitment.a@hq.nato.int) (for Grades A), or [recruitment.lbc@hq.nato.int](mailto:recruitment.lbc@hq.nato.int) (for grades L, B, C); [www.nato.int](http://www.nato.int), has vacancies for professional and administrative posts, which are filled either by secondment from member nations' civil service and diplomatic service staff or directly by NATO. These posts generally require several years' graduate experience together with a good knowledge of the two NATO official languages, English and French. There is also a need for secretarial and linguistic staff; examinations are held regularly for the recruitment of translators and interpreters. NATO employs citizens of all 26 NATO nations. Candidates wishing to apply for the International Staff of NATO in Brussels should use the NATO application form, which can be downloaded from the website, and send it to the NATO HQ Recruitment Office (address above). Applications for vacancies in any of the NATO Agencies should be sent to the body concerned.

*Organisation for Economic Co-operation and Development (OECD)*, 2 rue André Pascal, F-75775 Paris 16, France; ☎ +33 1 4524 8200; [www.oecd.org](http://www.oecd.org). Its mission is to improve public policy-making and enhance international cooperation in a wide range of disciplines dealing with the functioning of economies, societies and their core institutions. Joining the OECD Secretariat means working with 2,300 colleagues in collaboration with more than 30,000 senior national policy-makers who each year participate in the OECD technical and policy meetings. It is a highly stimulating multicultural team environment. The OECD offers challenging and rewarding opportunities to motivated professionals interested mainly in applied economic policy analysis and international policy dialogue, but also in other areas like statistics or IT. Applicants should have an advanced university degree in economics or related OECD field and relevant experience in applied policy analysis in one of the organisation's spheres of activity; social affairs, labour, education, environment, science, industry, agriculture and fisheries, energy, finance and public management. Excellent knowledge of one of the two official languages of the Organisation (English and French) and good working knowledge of the other is required. Its headquarters are located in Paris, France, and offers excellent tax-free salary plus a benefits package including expatriation allowance and family allowance, depending on individual situation. Appointments are initially made for a fixed two or three year term.

*The Secretariat of the Pacific Community*, BP D5, 95 Promenade Roger, Laroque, Anse Vata, 8848 Noumea Cedex, New Caledonia; ☎ +687 262000; fax +687 263818; e-mail [spc@spc.int](mailto:spc@spc.int); [www.spc.int](http://www.spc.int), employs two main categories of staff: specialists and support staff. Most of the latter are recruited, whenever possible, locally. Occasionally, support service vacancies arise which cannot be filled locally.

The Secretariat of the Pacific Community is a technical and developmental organisation providing training and assistance in social, economic and cultural fields, with particular emphasis on rural development. The Secretariat has staff members based at SPC headquarters in Noumea, New Caledonia and in Suva. The official languages of the Commission are French and English.

Fields of activity include Land Resources (Forestry, Crop Improvement, Animal Health and Production, Plant Protection); Marine Resources (Coastal and Oceanic Fisheries); Public Health Programme (Public Health Surveillance and Communicable Disease Control, HIV/STI Prevention, Tuberculosis Control, Prevention/Lifestyle Health, Tobacco and Alcohol Control, Adolescent Reproductive Health), Socio-Economic Activities (Population and Demography, Statistics, Women Affairs, Youth Affairs, Cultural Affairs, Consultancy Education).

*United Nations Populations Fund (UNFPA)*, Staffing & Recruitment Branch, Division of Human Resources, 220 East 42nd Street, 17th Floor, New York, NY 10017, USA; ☎ +1 212 297 5000; fax +1 212 297 4908; [www.unfpa.org](http://www.unfpa.org), is an initiative wholly funded by voluntary contributions which are not part of the regular United Nations budget. It was set up by 10 developing countries with the aim of promoting co-operation in the field of reproductive health and family planning. Technical advisers with excellent communications skills (and, in the Middle East, Arabic) are required. Applicants must hold a post-graduate degree in public or business administration, social sciences, or health science. They should be fluent in English. Knowledge of one other UN language, preferably French or Spanish is desirable. UNFPA also offers Junior Professional Officer Programme and Internship programme.

*Universal Esperanto Association*, Head Office, Nieuwe Binnenweg 176, NL-3015 BJ Rotterdam, Netherlands; ☎ +31 10 436 1044; fax +31 10 436 1751; e-mail [info@uea.org](mailto:info@uea.org), [www.uea.org](http://www.uea.org), collects and files information on opportunities for paid and voluntary work, which is mainly clerical, at the head office. Fluent knowledge of Esperanto is essential.