**** **Job title:**

**European Union Official**

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| **Job title: European Union official** | You must:   * be a citizen of a European Union (EU) member state * have a working knowledge of a second EU language |
| **Entry requirements:** | You must:   * be a citizen of a European Union (EU) member state * have a working knowledge of a second EU language   For administrator jobs you’ll need   * a degree * relevant work experience   For lawyer linguist jobs you’ll need:   * a recognised law degree or to be a qualified solicitor or barrister * to be fluent in 2 more EU languages as well as your native language, with at least one ideally being French or German   For assistant roles you’ll usually need either:   * an HND or equivalent qualification * 2 A levels or similar qualifications, and at least 3 years’ relevant work experience |
| **Skills required:** | You’ll need:   * the ability to work with people from different countries * excellent communication and presentation skills * logical thinking and problem-solving ability * excellent IT skills |
| **What you'll do:** | Your day-to-day duties may include:   * drawing up new laws * taking part in negotiations with non-EU countries * putting new policies and programmes into practice * attending meetings and conferences * preparing research and reports * answering questions from members of the European Parliament * managing staff, finances or equipment |
| **What you’ll earn:** | Starter: £23,500 (Assistant)  Experienced: £44,500 (Assistant, Administrator)  Highly Experienced: Up to £173,200 (Senior Administrator)  There are several extra allowances available, depending on your personal circumstances.  *These figures are a guide.* |
| **Working hours, patterns and environment:** | You will usually work 37 hours, Monday to Friday, although you will need to be available for work at any time if needed.  Most jobs are in Brussels or Luxembourg. You will be office-based, but you may travel to attend meetings and conferences. You’ll usually have support to help you fit into the country you're working in. |
| **Career path and progression:** | With experience, you could progress to higher grades. There is a clear promotion structure, with regular reviews, exams and competitions for progression. |

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