



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Legal and Policy Assistant
Reference	HOME/COM/2026/2113
Application deadline	06.11.2026 - 12.00 (Brussels time)
Directorate-General	MIGRATION AND HOME AFFAIRS
Unit	HOME.B4 (Visa Policy)
Place of assignment	Brussels
Grade range	AST1/3
Domain	Crisis management and internal security
Contract type	Temporary Agent 2b

About us ("We are")

The mission of unit B4 is to develop, coordinate and monitor the implementation of the common EU visa policy, which is one of the flanking measures and part of a multi-layered system of integrated border management, aimed at maintaining the Schengen area without internal border control. In this context the common visa policy serves a double objective: facilitating legitimate travel and tackling irregular migration while safeguarding internal security. It provides notably for the harmonisation and regular revision of the lists of visa free and visa requiring third countries, and for harmonized conditions and procedures for issuing Schengen visas. The common visa policy is supported by the exchange of data on visa applications via the Visa Information System.

About the role ("We propose")

We propose an interesting position in a friendly working atmosphere within a team of 16 staff. While posted for HOME.B.4.001, Visa Code and Local Schengen Cooperation sector, the candidate is expected to work across files and collaborate with various colleagues. The successful candidate will be in charge of the legal support to the unit, being the main contact point for legal issues, in particular in the following areas:

- Preparation and review of draft legislative texts (Commission implementing decisions, amending regulations, etc.) using LegisWrite, EdiT and DECIDE for the Visa Code.



- Assistance in the handling of complaints, letters, infringements and other correspondence from citizens using Themis and the appropriate tools.
- Draft answers to oral and written questions and petitions of MEPs as well as to the European Ombudsman's investigations.

- Prepare, conduct and respond to inter-service consultations on all relevant aspects of the above-mentioned Commission work; co-ordinate and monitor such activities with the units of the Directorate General.

Under the supervision of a Policy Officer, the future colleague will be also expected to define, implement and co-ordinate various policy and operational developments regarding Visa Policy, being responsible to assist in the following policy areas:

- The definition of political objectives and priorities and to internal planning and programming in the Unit - SPP cycle (MP, AAR).
- The support to the Implementation of the Visa Digitalisation proposal.
- Participate in the Visa Code revision and policy-linked tasks to this piece of legislation.

The successful candidate is expected to liaise with other colleagues in DG HOME, Cabinets and other DGs, with human resources and logistics services in the Commission and other relevant stakeholders outside the Commission.

Qualifications, experience and skills (“We look for”)

We are looking for a proactive, dynamic, and committed Legal and Policy Assistant. We look for a colleague with strong legal and policy analysis skills who is a team player and has a keen interest in working on Visa Policy issues. The lively and fast-moving working environment means that we need a self-starter with an outgoing personality, strong communication skills and the ability to manage his/her own work in a flexible and sensitive way.

The ideal candidate should possess excellent organisational skills and ability to deal with regular short deadlines, the ability to use a wide range of IT applications and computing skills as well as knowledge of ARES, BASIS, DECIDE, THEMIS, POETRY, and Sharepoint. The candidate should ideally have previous experience in document management and Commission's digital infrastructure knowledge for proper registration, filing and handling of Commission documents and correspondence as well as a discrete professional attitude to handle, share and understand sensitive information standards and rules.

When it comes to being quickly operational and ready to work on the files, we expect a candidate with excellent oral and written communication skills, being able to produce high-quality outputs. Also with the capacity to understand and follow-up interservice consultations, policy developments and a demonstrated ability to



convey complex procedural and technical information clearly and pedagogically through training sessions, written guidance, and daily helpdesk interactions.

As a candidate with a strong set of legal tasks, we look for a candidate with knowledge on the Ordinary Legislative Procedure, the EU Migration and Home Affairs aquis, as well as the broader visa policy legislative framework. The ideal candidate has proven capacity to draft and review legal legislative texts. Previous knowledge of Citizenship-by-Investment schemes would be a plus. The experience in monitoring migration affairs and linked legislation, handling preliminary rulings, infringements and complaints would equally be a strong plus.

The policy field of Visa Policy is increasingly under political scrutiny. This is why we look for a candidate with the ability to identify and understand political issues at stake, tolerance to frustration, capacity to think strategically about the priorities and tasks of the DG and present arguments with clarity, logic and diplomacy.

When it comes to soft skills, our perfect candidate would have the capacity to work independently as well as in a cooperative and flexible manner and ready to share skills, ideas and knowledge within the team, demonstrating very good inter-personal skills. We are looking for a required very good knowledge of English (oral and written). Knowledge of other languages is also an asset.

How to express your interest?

You should send your documents in a single pdf in the following order:

1. your CV
2. completed application form.

Please send these documents by the publication deadline to

HOME-B4@ec.europa.eu indicating the selection reference **HOME/COM/2026/2113** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility please consult [this page](#) with all the information needed.