



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Policy Coordinator
Reference	SG/COM/2026/1754
Application deadline	13.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Secretary-General
Unit	SG.C4 Implementation support
Place of assignment	Brussels
Grade range	AD5/7
Domain *	European Policy
Contract type	Temporary Agent 2b



About us (“We are”)

The Secretary-General of the European Commission ensures the overall coordination of the Commission's work, supports the President, and oversees strategic planning and policy coherence across all departments. Directorate C of the Secretariat-General is in charge of strategic planning and programming, foresight, better regulation and simplification, the implementation and enforcement of EU law, as well as the multiannual financial framework and the annual management cycle.

Unit C.4 is responsible for developing a corporate approach and coordinating the Commission's support to Member States for the implementation of EU policies and the acquis. Unit C.4 is responsible for identifying at an early stage across the priorities of the Commission and its annual work programme the implementation needs, and the available EU tools and instruments to effectively deliver support to the Member States. For that purpose, the unit coordinates the Implementation dialogues of all Members of College as well as their Annual Progress reports on Simplification, Implementation and Enforcement. The Unit is also responsible for the coordination for the preparation of the Annual Overview report on Simplification, Implementation and enforcement.

Our mission includes:

- Overseeing and coordinating the organisation of the Implementation Dialogues;
- Collecting information from stakeholders as shared during the dialogues on needs identified in the Member States for the implementation of EU policies and acquis;
- Identifying how EU funding across instruments (i.e. including but not limited to the Technical Support Instrument) can help implementing EU policies and acquis;
- Contribute to the preparation of the Commissioners' annual progress reports and the Commission's Overview Report on simplification, implementation and enforcement to follow-up on progress in the implementation of political priorities;
- Collecting and disseminating best practices in implementing EU policies and acquis;
- Engage with EU institutions and the other bodies (e.g. Committee of the Regions and European Economic and Social Committee) on implementation support issues.

About the role (“We propose”)

We offer a position of policy officer and the opportunity to be part of a friendly unit that coordinates a new workstream and varied work.

The successful candidate will contribute to the coordination and strengthening of implementation support actions towards effective implementation of EU policies and legislation. The role involves working closely with Commission's Directorates-General/Services, EU institutions, Member States and stakeholders to identify implementation support needs, coordinate implementation support activities, facilitate exchanges of best practices, and contribute to reporting on simplification, implementation and enforcement priorities. The position also includes supporting the DGs and



Cabinets in the organisation of the Implementation Dialogues of Members of College; and piloting the upstream/downstream draft and coordination of the Overview Report on Simplification, Implementation and Enforcement as well as its alignment with the Annual Progress Reports. The position will also consist of liaising with portfolio DGs on policy-issues, notably on economic policy matters, involving consulting, coordinating and ensuring contacts with other SG Units; coordinating and interfacing with Cabinets.

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

We are looking for a motivated and collaborative candidate with a strong understanding of EU implementation support frameworks and the tools available to assist Member States in delivering EU policies and legislation; as well as strong knowledge on EU policy decision-making processes.

The successful candidate should demonstrate:

- Understanding of implementation support processes and relevant EU instruments.
- Proven ability to coordinate work across several policy domains and collaborate effectively with different Commission Directorates-General.
- Experience in guiding and supporting DGs throughout reporting cycles.
- Excellent coordination, analytical, and communication skills, with the ability to work in a complex institutional environment.
- Ability to analyse and / or assess relevant data and information in order to develop and monitor support to address needs identified from the Implementation Dialogues.
- Coordination skills for the complex preparation of the annual reporting cycle.
- Ability to prepare and/or coordinate briefings, working papers and other material.
- Ability to identify strategic policy areas with implementation needs and relevant tools for implementation support in key policy areas, notably under the Commission Work Programme.
- Curiosity, flexibility, ability to prioritise and work with tight deadlines, and desire to continuously learn.
- Strong sense of collaboration with team members, sense of initiative and very good inter-personal skills.

Previous professional experience in a Commission Directorate-General or another relevant EU institution is required. The ideal candidate would be proactive, well-organised, and able to build constructive relationships with a wide range of internal and external stakeholders. Experience in collaboration with Member States and/or in setting-up process involving EU Member States would be 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 SG-C4-IMPLEMENTATION-SUPPORT@ec.europa.eu indicating the selection reference **COM/2026/1754** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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