MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.

To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden[1]. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

For more information ec.europa.eu/work-with-us

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers non-permanent positions. There are two categories of non-permanent staff:

- **temporary agents** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **contract agents** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different staff categories

[1] Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.

Administrative Agent

Secretariat-General of the European Commission

Selection reference: SG/COM/2026/1913
Domain*: Support Staff
Where: Unit SG.D3 – Investment and Convergence, Brussels
Staff category and Function Group: Temporary agent 2b– Administrative agent
Grade range: AST/SC1-2
Publication deadline: 30/10/2026 - 12.00 (Brussels time)

WE ARE

Within the Commission's Secretariat-General, unit D3 is responsible for coordinating the preparation and implementation of Union policies in the areas of macroeconomic stability and economic policy coordination, investment and economic growth, financial stability and integration (including the Banking Union and Capital Markets Union), cohesion and regional development, sustainable and automated mobility and transport, agriculture, rural development, fisheries, and maritime affairs. It ensures that work in these areas contributes to the simplification, acceleration, and effective implementation of the European Commission's priorities. In addition to its regular policy coordination role, the unit is currently co-leading negotiations on the proposed Regulation on the National and Regional Partnership Plans.

The unit also serves as the secretariat for the Commissioners' Project Groups on the Vision for Agriculture and Food and on the European Savings and Investments Union.

Unit SG D.3 works closely with several European Commission departments, notably those responsible for agriculture, economic and financial affairs, financial services, maritime affairs and fisheries, transport, regional policy, and structural reforms, as well as with other units of the Secretariat-General.

The unit monitors the work of the European Parliament's committees responsible for economic and monetary affairs, regional development, transport and tourism, agriculture and rural development, and fisheries. It also follows the activities of the Council of the European Union, including the Economic and Financial Affairs Council (ECOFIN), the Agriculture and Fisheries Council (AGRIFISH), relevant meetings of the Transport Council, and meetings of euro area finance ministers.

WE PROPOSE

We propose an interesting and varied position as administrative agent covering a wide range of tasks in support of the Head of Unit and the team. The successful candidate will have frequent contacts with counterparts in the relevant Commissioner Cabinets, other units in the Secretariat-General and other Commission DGs. He/she will be responsible for:

• preparing and implementing the procedures for the adoption of dossiers by the College where the unit is chef de file;
• supporting the work of the unit in upstream and downstream policy coordination, including interservice consultations;
• managing and allocating incoming requests for briefings, answers to parliamentary questions, access to documents and other citizens requests;
• helping to prepare missions as well as internal and external meetings;
• various other administrative and secretarial support tasks to ensure the proper functioning of unit (e.g. document management, monitoring of deadlines, contacts with external stakeholders and members of the public, etc.)

WE LOOK FOR

We look for a responsible, autonomous, dynamic and proactive assistant to work as a part of our team directly attached to the Head of Unit.

Good planning and project management skills, a keen eye for detail and the ability to prioritise and perform multiple tasks are essential.

A positive attitude, good communication, inter-personal and language skills are required (English required, any other working language of the Commission an asset).

Good computer skills and knowledge of the administrative procedures of the Commission, including IT-based tools (e.g. ARES, Sysper2, MIPS, Decide, Basis, Microsoft Teams…) would be required; experience with handling access to document requests (EASE application) and Briefingnet 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-D3-APPLICATIONS@ec.europa.eu indicating the selection reference SG/COM/2026/1913 in the subject.

No applications will be accepted after the publication deadline.

ANNEX

1. *Selection*

➢ Am I eligible to apply?

<u>You must meet the following eligibility criteria when you validate your application</u>:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen
- Have fulfilled any obligations imposed by applicable laws concerning military service
- Are physically fit to perform the duties linked to the post
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

FOR AST and AST/SC jobs: In order to be recruited for this position, you must have at least

- 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.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU[2]
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

[2] The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

➢ What about the selection steps?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority[3]. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

For temporary agents under Article 2(a) of the Conditions of Employment of Other Servants, the post is published directly on the EPSO website, without mandatory prior internal publication.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English/French and possibly in another language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➢ Type of contract and working conditions

The place of employment will be **Brussels.**

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b) of the** Conditions of Employment of Other Servants**, in function groups AST/SC.**

[3] Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).

➢ Grade

The recruitment grade, as well as the step in that grade, will be determined in accordance with Commission Decision C(2025)4716 on policies for the engagement and use of temporary agents and with Commission Decision C(2013)8970 laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

The duration of the **1st contract will be up to 4 years.** The contract might then be extended only once for a maximum of 2 years and in the interest of service, in accordance with Commission Decision C(2025)4716 on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to Working conditions and benefits of EU Careers.

For information related to Data Protection, please see the Specific Privacy Statement under "7. Information to data subjects on their rights", to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.