VACANCY NOTICE - CONTRACT AGENT

Job title	**Administrative and Communication agent**
Reference	**EC-2026-EPSO- 487210**
Application deadline	26/11/2026 - 12.00 (noon, Brussels time)
Service of assignment	European Personnel Selection Office
Unit	EPSO.002- Rapid Response Team
Place of assignment	Brussels
Domain	Human Resources
Contract type and Function Group	Contract Agent 3a FG II
Other useful information	The positions will initially be covered by a two-year contract. One of them may be renewed in the interest of the service and subject to budget availability. In case of a second renewal, the contract would be for an indefinite duration

About us

The European Personnel Selection Office's core mission is to provide a professional staff selection service on behalf of the Institutions of the European Union. EPSO and its staff are committed to meeting both the needs of the Institutions and the expectations of candidates by attracting and selecting talented individuals from across the EU through effective and fair selection procedures.
The Rapid Response Team is a small operational sector, directly attached to the Director. It is composed of multi-talented colleagues who are temporarily assigned to teams which need to be reinforced in case of staff shortages, peaks of work or specific situations.

About the role

The Rapid Response Team of the European Personnel Selection Office is seeking to hire two administrative and communication agents.
We propose two posts in a stimulating working environment with varying content, plenty of room for initiative and a strong sense of collaboration and teamwork. Tasks can vary from providing operational or administrative support to EPSO teams, candidates or selection boards, to various communication related tasks, such as contact with candidates, provide assistance during communication activities, handle complaints, answer information requests or contribute to knowledge sharing within the Office.
The selected colleagues will also be involved in the ongoing transformation process of EPSO.

Qualifications, experience and skills
We are looking for two versatile, motivated, reliable and multi-talented colleagues who are not afraid to regularly take on new challenges, learn and try new things, bring fresh ideas and develop their skills. Our future colleagues should be digitally competent and service oriented. They should respond positively to the (sometimes unexpected) demands and be good team-player. The selected candidates will have a good knowledge in communication and related tools and a proven experience in the field of administrative support. A very good knowledge of English (written and spoken) and a good command of French are required. The sector is directly attached to the Director, but the jobholder will have close contacts with all EPSO's units, internal and external stakeholders and contractors.
How to express your interest?
You should send your documents in **one <u>single</u> pdf** in the following order: 1. Your CV 2. Completed application form Please send these documents by the publication deadline to beatrice.parizot-duteurtre@ec.europa.eu indicating the selection reference EC-2026-EPSO-487210.
Eligibility, recruitment steps, contract and working conditions
Please consult the pdf document at the end of this page