VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Decision-Making Coordinator - Corporate Decision-Making and SG Planning and Interservice consultation Coordinator**
Reference	**SG/COM/2026/2254**
Application deadline	20.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Secretariat General
Unit	SG.B.4 - Working Methods & Decision-Making Process
Place of assignment	Brussels
Grade range	AST1-3
Domain *	European policy
Contract type	Temporary Agent 2b

*please use one of the standardised domains that can be found here

- The job title and text must be coherent with the one published in SYSPER.
- Please keep in mind that you address potential external candidates: avoid Commission *jargon,* do not mention tools or applications specific to the Commission.

About us ("We are")

Located at the heart of the Secretariat-General, Directorate B ensures that the Commission's decision-making process and its interinstitutional follow-up operate in a collegial and timely fashion, in accordance with the Commission's Rules of Procedure. It assists the Secretary-General and the President's Cabinet in delivering the Commission's priorities by organising meetings of the College and Heads of Cabinet, and by handling decisions taken in oral, written, empowerment and delegation procedures. The directorate also helps coordinate the Commission's position regarding the co-legislators (Council and the Parliament) on the pending proposals via the Interinstitutional Relations Group. It offers assistance and advice to all Commission Directorates-General and services. It ensures that Commission decisions are of the highest quality and adopted in a timely manner. The directorate works closely with the Secretary-General and the Chief Operating Officer and their teams, as well as Cabinets, Commission services, and other institutions.

Within this framework, Unit B.4 is responsible for simplifying and further developing the working methods and digital tools supporting the Commission's decision-making process. Closely cooperating with DIGIT, the unit manages and operates the corporate systems Decide, EdiT/LegisWrite and Have You Say.

The unit's Helpdesk Procedures helps Commission DGs and services throughout the whole decision-making cycle from planning to adoption.

In its online manual GoPro, the unit provides all Commission staff with concise and up-to-date information and guidance on procedures. It is also in charge of the Commission's Rules of Procedure and adapting them regularly to evolving needs.

To review and develop working methods and decision-making systems, the unit collaborates with policy teams across the Secretariat-General and leads a network of Decide coordinators throughout the Commission.

Aside from its corporate functions, the Unit also acts as the decision-making coordinator for all files for which the Secretariat-General is the lead service. It accompanies the responsible units throughout all stages of the process (planning, interservice consultation, decision) and coordinates the internal assignment of all interservice consultations on which the Secretariat-General is consulted.

Unit B.4 prepares all College decisions granting empowerments and delegations as well as corrigenda to be adopted by the Secretary-General and manages declassification requests for documents resulting from the decision-making process.

About the role ("We propose")
If several positions are advertised for similar job profiles, please add the number of vacant jobs. *The position[s] will consist of [explain sufficiently in detail]:*

We propose an interesting and challenging position as Decision-Making Coordinator. The new colleague will coordinate, as SG Planning and Interservice Consultation Coordinator, the planning and interservice consultations of initiatives for which SG takes the lead. He/she will advise and assist, as corporate Decision-Making Coordinator, Commission services in the decision-making process and contribute to the rationalisation of the decision-making process and working methods. The colleague will also help ensure GoPro remains accurate and up to date. Moreover, given our digital modernisation agenda, we expect the new team member to take an active part in the definition of needs and user requirements for the New Decide and in the upcoming transition from the current to the new system.

More concretely, the job entails the following aspects:

INSTITUTION DECISION-MAKING MANAGEMENT and SUPPORT
- Provide procedural guidance and support to SG units for the planning of their initiatives and the conduct of subsequent interservice consultations;
- Ensure a good flow of information within the Procedures team and the Directorate.
- Provide quick, clear and accurate answers to questions addressed to the Helpdesk Procedures.
- Help building a high level of collective knowledge and expertise within the

Procedures team.
- Contribute to communication and training activities related to the decision-making process within the Decide coordinators and SG networks;

INTER-SERVICE COORDINATION and CONSULTATION
- Contribute to the rationalisation of the decision-making process and the working methods.
- Help to ensure the accuracy, completeness and clarity of the information in GoPro.
- Promote GoPro within SG and all DGs.

Qualifications, experience and skills ("We look for")
(set criteria in terms of education, professional experience and personal qualities that the ideal applicant should have):

We look for a colleague who shares our motivation to ensure efficient and rationalized decision-making procedures, both in terms of rules and of IT tools. Somebody with prior experience in the horizontal coordination of decision-making files in the Commission and with a good understanding of the corporate IT landscape. Prior hands-on experience with the Decide application is a must, as this is the basis on which to build on. Also, prior experience with other IT systems linked with Decide, such as Have Your Say, would be a great advantage. A team player, ready and able to also engage in the discussions around the New Decide application, to define user needs and to think critically. Openness to an evolving role within the team is also a must, as we will re-organise ourselves in 2027/2028 in view of the New Decide and file responsibilities will necessarily evolve.

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-UNITE-B4@ec.europa.eu indicating the selection reference SG/COM/2026/2254 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility please consult this page with all the information needed.