



VACANCY NOTICE - CONTRACT AGENT

Job title	Policy officer
Reference	EC-2026-SG-514664
Application deadline	15/10/2026- 12.00 (noon, Brussels time)
Directorate-General (full name)	Secretariat-General
Unit	SG.A.2 – Document Management and Access to Documents
Place of assignment	Brussels
Domain*	INSTITUTION-LEVEL COORDINATION and CONSULTATION
Contract type and Function Group	Contract Agent 3b FG IV

*please use one of the standardised domains that can be found [here](#)

About us

Unit SG A.2 is responsible for the definition and implementation of the following corporate policies of the Commission: records management and archiving policy, and public access to documents. SG A.2 is responsible for designing and implementing the Commission's corporate records management and archiving policy and systems, such as Hermes-Ares-NomCom (HAN) and the digital archives repository (a-REP). This includes oversight of the Council Archives Regulation, cooperation with Member States and the other EU institutions, and the framework partnership agreement with the EU Historical Archives in Florence, Italy. SG A.2 ensures the coordination of the corporate policy on public access to Commission documents and the uniform implementation of the rules for application of Regulation (EC) No 1049/2001. To this end, it provides legal and administrative advice and manages the 'Electronic Access to European Commission Documents' (EASE) system. It prepares Commission decisions on confirmatory applications adopted by the Secretary-General on behalf of the Commission. It also oversees the Register of Commission Documents (RegDoc). The unit also provides the function of Data Protection Coordinator for the Secretariat-General.

About the role

Unit A.2 is seeking to hire a Policy Officer. The position will contribute to the development and implementation of the Commission's records management and access to documents policies, with a particular focus on the further development and effective functioning of the Commission's corporate records management and access to documents systems, including Hermes-Ares-NomCom (HAN) and EASE. The successful candidate will act as Business Manager for the EASE project, supporting its ongoing business management, governance and evolution. The role will involve translating business and policy requirements into system improvements, coordinating stakeholders, supporting the continuous optimisation of the service, and providing advice and assistance to users. The position will also contribute to policy development, technical analysis, testing and quality control, as well as representing the unit in relevant inter-service and coordination meetings.



Qualifications, experience and skills

We are looking for a Policy Officer with solid experience in document and information management and an interest in records management, transparency and access to documents.

The ideal profile for the job is a professional with at least 3 years of job-related experience in document management, with the ability to analyse and structure information, develop and implement solutions and provide clear advice on policy and operational matters. Experience in document and information management or access to documents and transparency within the European Commission or an equivalent organisation would be an advantage.

The successful candidate should have strong drafting and communication skills, be able to work effectively with different stakeholders and contribute constructively to a team. The role requires a structured and quality-oriented approach, flexibility in responding to evolving requirements, and the ability to manage priorities and deliver results. Knowledge of the EU institutions and their structures and functions, transparency policy, document management and relevant IT tools would be particularly relevant.

Excellent knowledge of English and good knowledge of French is required.

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-A2-HR@ec.europa.eu indicating the selection reference EC-2026-SG-514664

Eligibility

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