VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Administrative Agent to the Head of Unit
Reference	EPSO/COM/2026/2172
Application deadline	23.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	European Personnel Selection Office (EPSO)
Unit	Unit EPSO.02.002 - „Test Development and Delivery
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	SELECTION
Contract type	Temporary Agent 2b

About us ("We are")

The European Personnel Selection Office (EPSO) is responsible for providing professional staff selection services on behalf of the Institutions of the European Union. Its mission is to attract and select talented individuals from across the EU through effective, fair and transparent selection procedures. As part of its ongoing efforts to enhance its role as a matchmaker between EU institutions and candidates, EPSO has undergone a business modernisation and transformation process.

The vacant post is available in EPSO.02, Test Development and Delivery unit. The unit plays a central role in translating the priorities approved by EPSO's Management Board into well-designed, timely and effectively delivered competitions and selection procedures. This entails identifying the tests and assessment methodologies best suited to the needs of the EU institutions, managing the complete or extensive test development cycle and coordinating all necessary steps for successful test delivery. Particular attention is given to ensuring accessible testing conditions for candidates with special requirements and to supporting selection procedures for contract agents. The unit is furthermore responsible for managing key external and internal partnerships in the field of test development and/or delivery as well as for Certification exams and the assessment of third-language proficiency.



About the role ("We propose")

The Test Development and Delivery unit of EPSO is seeking to hire an Administrative agent.

A varied and challenging job for a dynamic and proactive Administrative agent to the Head of Unit with excellent coordination and organisational skills coupled with strong communication and diplomatic approach.

We offer a dynamic and stimulating work environment that encourages initiative, collaboration, and teamwork. In this role, which has two dimensions, the selected candidate will be responsible for:

- Working closely with the Head of Unit and Deputy head of unit supporting the coordination of the unit's activities and managing the Head of Unit's and the unit's agendas.
- Second, working alongside another colleague, they will contribute to the stakeholder management of the Contract agent (CAST P) selection procedure. They will serve as the main administrative point of contact for the stakeholders and coordinate the related tasks and follow-up internally.

Qualifications, experience and skills ("We look for")

We are looking for a resourceful and well organised colleague capable of managing the office of the Head of Unit and working on a number of other files in an autonomous manner.

The ideal candidate should be proactive, able to work with tight deadlines including managing peaks of work, while contributing to maintain the positive environment within the unit. They should have very good communication skills, both in written and in oral, and excellent organisational skills. They should build and maintain working relationships with a wide range of counterparts across the EU institutions, reflecting EPSO's mandate as an interinstitutional service provider.

Excellent coordination skills are required, as well as a high sense of responsibility combined with confidentiality, and resilience.

Proficiency in Ms Office tools (Word, Excel, PowerPoint) and hands-on experience with document management and collaboration tools (Ms Teams/Sharepoint Online).

Ability to work in English is essential (C1 level); knowledge of French (B2 level) is desirable, any additional language of the EU would be an asset.

Educational background:

- 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.

Professional experience: at least 2 years of experience in operational and/or administrative domain is essential.

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 EPSO-02-TDD@ec.europa.eu indicating the selection reference EPSO/COM/2026/2172 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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