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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, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

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



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. 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](#).



Policy Officer

DG HOME of the European Commission

Selection reference: HOME/COM/2024/2547

Domain: Crisis management and Internal security

Where: Unit HOME.C.3 - „Asylum“, Brussels

Staff category and Function Group: Temporary agent 2b - Administrator

Grade: AD 5-8

Publication deadline: 09.01.2025 - 12.00 (Brussels time)

WE ARE

We are the unit in DG Migration and Home Affairs responsible for asylum policy. We play a key role in the implementation of the Pact on Migration and Asylum, which gives high political visibility to our work. The main task of our young and dynamic team is to contribute to the development and implementation of the Common European Asylum System within the Pact. With the entry into force of the Pact legislative instruments in June 2024, we have entered an exciting new period. The Pact legislative instruments will enter into application in the summer of 2026. During the next two years, the unit will focus on completing the legal framework (5 Regulations and 1 Directive), particularly adopting implementing and delegated acts and implementing the review clauses (which could lead to targeted legislative amendments) and supporting Member States in the uniform application of the new acts. At the same time, the unit will continue contributing to a European response to migration, through short-term emergency measures, contribution to innovative approaches to managing migration and implementation of the current acquis during these two-year transition period. In addition to the abovementioned tasks related to the Pact on Migration and Asylum, specific tasks include: following up on the implementation of the current acquis, including infringements; contributing to the external dimension of asylum policy; liaising with Member States, UNHCR and other stakeholders; managing the Commission's relations with the European Union Agency for Asylum (EUAA). The unit is also responsible for the legal aspects of the Council implementing decision introducing temporary protection of persons fleeing the war in Ukraine and the development and monitoring of measures aimed at ensuring the protection of children in migration, including asylum-seeking children as well as other children who are not EU nationals.

WE PROPOSE

We propose a highly motivating and fulfilling job for a policy officer in the field of asylum and migration with a high level of visibility and responsibility in a young and dynamic team. The successful candidate will be able to play a key-Coordinator's role in ensuring the success of the implementation of the Pact on Migration and Asylum, one of the key political priorities for many governments and EU citizens, with a direct impact on asylum-seekers and refugees, and significant media focus. His/her specific responsibilities will include: (1) Coordinating the Pact Implementation work in the unit, including areas of a more horizontal nature (frontloading, national and European



strategies, reporting) and the directorate (more on ad-hoc basis); (2) providing support and advice to country teams responsible for the monitoring of Member State National Implementation Plans foreseen in the Pact on Migration and Asylum; (3) steering and developing new policy initiatives, implementing and delegated acts, guidelines and other measures supporting the correct implementation of the new asylum legislation under the Pact; (4) negotiating with Member States and Associated Countries and representing and defending Commission positions in other institutions; and (5) drafting briefings, lines to take and communication materials on asylum policy. S/he will also liaise with Member State authorities, the European Union Agency for Asylum (EUAA), the Office of the UN High Commissioner for Refugees (UNHCR) and other stakeholders. It also involves coordination with other units in the DG and Commission services, and representation of the Commission in meetings with the other Institutions and stakeholders.

WE LOOK FOR

We are looking for a motivated, proactive and team-oriented colleague with a pragmatic and balanced approach to sensitive issues. We are looking for a colleague, who is willing to work within a challenging environment without losing the sense of fun and camaraderie. The candidate should have an excellent understanding of policy relevance and political sensitivity and s/he should be able to quickly adapt to a changing environment. S/he should be able to work in a team and independently on tasks with high level of responsibility. The candidate should have strong interpersonal skills as the post requires working effectively within a team and with other colleagues in the DG, with other services of the Commission, with other institutions and with stakeholders, particularly Member States and Civil Society Organisations. In addition, the colleague will need a sense of initiative in combination with self-motivation to anticipate issues to reach the unit's objectives. It will also be important to remain calm under stressful circumstances and organise his/her work efficiently. Experience with the Pact on Migration and Asylum negotiation is highly desirable. The post requires excellent analytical, drafting and communication skills in English, as s/he may be called on to draft speeches, briefings and press releases within short deadlines. The proven experience of at least 8 years in the field of Asylum and Migration is demanded.



HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to HOME-RECRUITMENT-UNIT-C3@ec.europa.eu indicating the selection reference **HOME/COM/2024/2547** in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

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:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

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 EU¹
- 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.

¹ 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. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter 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 and possibly in a second official 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 in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) 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.