



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

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 GREAT JOBS AND GREAT WORKING CONDITIONS:

- 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 offers non-permanent positions.. 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](#)



Administrative Agent

in DG TAXUD – European Commission

Job title: Administrative Agent

Domain: Taxation and Customs

Where: Unit B.3 – Customs Systems, Brussels

Function Group: FG II

Contract Type: 3b

Express your interest until: 06.05.2025 - 12.00 (noon, Brussels time)

WE ARE

The Directorate-General for Taxation and Customs Union's (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders.

Within DG TAXUD, the mission of Directorate B "Customs Tariffs, Digital delivery of Customs & Taxation Policies" is to lead the strategy, planning and design of the digital agenda for EU customs and taxation policies, to implement EU customs tariffs policies and to contribute to launching the new Carbon Border Adjustment Mechanism (CBAM) in the context of the Green Deal. The Directorate is also engaged in the negotiation of the Customs Reform proposal. The eventual creation of a Customs Authority will have important implications for the work of Directorate B, for which preparatory work is already under way. If approved by the Council, the creation of the European Customs Authority (EUCA) and its Data Hub is planned as of 2028. The Directorate includes 130 staff with a good mix of officials, temporary and contract agents, national experts, all supported by 115 intra/extra muros and a very large number of contractors.

Unit B.3 "Customs Systems" is a dynamic and motivated team of 22 statutory staff members (18 officials, 1 temporary agent and 3 contract agents) that supports EU customs policy by deploying and operating the trans-European Customs Digital Systems. In addition, the Unit provides services to DG TAXUD by managing operations and its digital security for Customs and Taxation.

The Unit, located in Brussels, is supported by currently 54 intra/extra muros consultants and makes extensive use of outsourcing to deliver on its mission. It provides a young, modern and dynamic work environment, aiming at respecting work-life balance, and applying a flexible approach with respect to work organisation, within the normal constraints of the work. Regular meetings and frequent interactions with the team members, both in person and online, as well as teamwork ensure a smooth integration of newcomers.



WE PROPOSE

TAXUD.B3 is seeking a dynamic contractual agent to provide administrative support and assistance to the Head and Deputy Head of Unit and support the Centralised and Distributed Customs Systems teams in the management of contacts with third countries, including the Northern Ireland Liaison Team (NILT).

The successful candidate will in particular

- Assist the Head of Unit in the day-to-day management of the unit by following up incoming and outgoing tasks, distributing tasks within the unit, and monitoring the output of the Unit.
- Keep agenda, organise and co-ordinate meetings and networking for the Head of Unit.
- Support the Head of Unit in the coordination of strategic and organizational contributions to the Commission's management tools.
- Assist the Head of Unit in the performance of human resources management functions and in keeping the staff data up to date.
- Maintain contacts with members of other Units in order to organize and secure the flow of information.
- Organise and manage the missions of the Head and Deputy Head of Unit and other Unit members.
- Manage of incoming and outgoing documents using the respective Commission tools and applications.
- Provide administrative support for briefings, speeches, Parliamentary and citizens' questions, inter-services consultations and any other related requests.
- Support the Centralized and Distributed Customs Systems team as regards the management of the contacts and organization of meetings with the NILT team.

The position implies a high degree of autonomy and initiative in a manner that encourages the job holder to contribute to the best of his/her skills and to develop his/her potential, and to play a key role in ensuring the practical organization and delivery of the Unit. A general understanding of the DG's policies would facilitate the daily work. The acquisition of new qualifications and their use is actively supported.

WE LOOK FOR

We are looking for an enthusiastic, proactive and highly motivated professional administrative agent with strong organisational skills and service support mindset who is able to take on a variety of organisational and administrative tasks with initiative and good judgement.

The successful candidate should be flexible and have a high sense of responsibility, strong organisation, coordination, prioritisation, and planning skills. He/she should have the ability to work in a proactive and autonomous mode, and be rigorous, and eager to deliver quality results on time.

A friendly and helpful attitude is key, as well as the ability to share information and anticipate the needs of the colleagues supported and assertiveness to monitor compliance with tasks and deadlines.



Interested in contributing proactively to the activities of the DG, the successful candidate should be at ease in sharing information and be a good team player.

He/she should be constructive in teamwork / co-operation as well as in internal and external communication, maintaining effective relationships with all stakeholders.

The successful candidate should have confirmed experience in document management, be proficient in the standard administrative IT tools and have sound knowledge of MS Office applications (Word, Excel, Powerpoint).

He/she should also possess an excellent command of spoken and written English. A good knowledge of German and/or French would be considered an asset.

Experience in EU institutions and knowledge of Commission procedures is considered as a strong advantage.

HOW TO EXPRESS YUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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 TAXUD-UNIT-B3@ec.europa.eu indicating the call for interest reference EC/2025/473665 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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.

³ Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this [address](#).



2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG II**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **first contract will be 1 year**. Subject to the interest of the service, the contract may be renewed one or more times, up to a maximum duration of 6 years.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group II must 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.