



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, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden¹. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

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](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Project Officer

Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) of the European Commission

Selection reference: ECHO/COM/2025/773

Domain: Human Resources

Where: DG ECHO.E.4 – “ECHO Field Network”, Brussels

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

Grade range: AD5-AD8

Publication deadline: 15.05.2025 - 12.00 (Brussels time)

WE ARE

The main objective of the unit is to manage and increase the efficiency and effectiveness of the field network composed of some 450 field staff (Technical assistants & National staff) located in over 50 offices in some 40 countries, by ensuring sound management of DG ECHO's field staff (including implementing a pro-active human resources policy of the experts and National Staff, recruitments, rotation, evaluation end of contracts etc.), assets and offices, including guidelines and tools for offices management and logistics and the day to day financial, accounting and administrative management, and responsiveness of field network set-up to the operational priorities. The unit is coordinating with EU Delegations, and related EEAS services, for the opening/closing of offices, co-location, and status related issues. The unit manages the funds allocated for the running of the field network. It acts as the secretariat for the Field Network Steering Committee, chaired by the Director General of DG ECHO.

The mandate of the sector is to ensure the day-to-day management of all related Human Resources matters regarding DG ECHO's field experts. This includes the selection, recruitment and contractual management of those field experts (including establishment of rights, payment of salaries, health insurance and pension scheme, leaves, appraisal, end of contract, rotation exercise, deployment of Surge response experts...). The sector is also in charge of implementing the field network HR strategy related to field experts and other related files.

WE PROPOSE

Contribute to the development of and implementation of the Human Resources policy for Technical Assistants, including the Human Resources Strategy for the field staff. Plan, coordinate and monitor the rotation exercise of Technical Assistants. Participate in selection and recruitment procedures and the development of its related policies.



OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Plan, coordinate and monitor the rotation exercise of Technical Assistants. Assess and report on the lessons learned drawn after each yearly exercise.
- Contribute to the development of and implementation of the Human Resources policy for Technical Assistants, including the Human Resources Strategy in the field.
- Quality follow-up of the yearly evaluation exercise of Technical Assistants. Assess and report on the lessons learned drawn after each exercise.
- Contribute to the revision of the employment rules of the Technical Assistants.
- Contribute on the “business” side to the ongoing development of the Field Staff Management IT module, insofar as it concerns the management of individual experts.

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Contribute to the selection and recruitment procedures of technical assistants (prepare vacancy notice, CVs’ assessment, organise and participate in the selection panel, etc;
- Provide support to the technical assistants in the field in the frame of their rights and obligations.

BUSINESS MANAGEMENT and PLANNING

- Take initiatives to improve the effectiveness and efficiency of working methods and processes in the sector.
- Contribute to the development and implementation of the Competency Framework.
- Launch and follow-up other horizontal tasks linked to the implementation of the HR policy and strategy mentioned above (such as Staff Survey, resource management via framework contract, etc...)
- Follow-up and coordination with the colleagues within the sector, the unit and other units within the DG as well with colleagues in the field. Contribute to the development of and implementation of the Human Resources policy for Technical Assistants, including the Human Resources Strategy for the field staff. Plan, coordinate and monitor the rotation exercise of Technical Assistants. Participate in selection and recruitment procedures and the development of its related policies.

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Plan, coordinate and monitor the rotation exercise of Technical Assistants. Assess and report on the lessons learned drawn after each yearly exercise.
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WE LOOK FOR

An experienced, service and result-oriented colleague. The candidate is expected to be a strong team player with the capacity to build and maintain a constructive working relationship with ECHO Technical Assistants throughout their engagement (from candidature to end of contract). The person selected is expected to foster excellent cooperation within the sector, as well as the Unit and DG ECHO at large.

The candidate should be structured and rigorous but at the same time capable of making viable proposal, drawing on the flexibility allowed by the existing rules. Given the mandate of DG ECHO, the candidate is expected to have an adaptable approach to work as well as the ability to handle several priorities at the same time, ensuring tight deadlines are met.

The candidate is expected to have strong analytical, communication and negotiation skills as well as proven capacity to coordinate the work of a team.

Experience/knowledge of human resources management of at least 5 years is essential for the role as well as a proven capacity of strategic thinking.

Experience/knowledge of DG ECHO Technical Assistants employment rules and/or Belgian Labor Law is a distinct advantage.

Experience in the field of humanitarian assistance and/or understanding of the DG ECHO field network are an asset.

This job requires:

- Strong team player;
- Strong drafting, analytical and organisational skills;
- Proven experience in coordination tasks;
- Proven experience to set priorities and a strong sense of initiative;
- Proven experience of strategic thinking;
- Proven experience to work proactively;
- Capacity to deliver under pressure within short deadlines and demonstrate resilience;
- Service-minded attitude, very strong interpersonal skills and communication skills, including the ability to convey difficult HR decisions with respect and professionalism;
- Discretion, confidentiality and impartiality when dealing with human resources-related matters;
- Proficiency with IT tools (HR tools used in the Commission including FSM, Office365, SUMMA);
- Very good knowledge of French and English.



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 ECHO-E4-APPLICATIONS@ec.europa.eu indicating the selection reference ECHO/COM/2025/773 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 for 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 EU²
- 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.

² 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 priority³. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form 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 **Brussels**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



➤ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be that of a new published competition or already planned in the field. If there is none, recruitment will be at the level of AD5. The Authority authorised to conclude Contracts of Employment ('AACE') may grant a grade AD6 or AD7 based on an assessment of the needs of the service, including without limitation the nature of the profile sought, the level of responsibility to be exercised or the labour market conditions for the profile in question, and on the duration of the candidates' previous appropriate professional experience. The maximum recruitment grade is AD8, which may be granted under very exceptional circumstances.

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.