



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.



Policy officer

DG Enlargement and Eastern Neighbourhood (ENEST) of the European Commission

Selection reference: ENEST/COM/2025/849

Domain: External Relations

Where: Unit A.2 - Strategic Programming and Performance, Brussels

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

Grade range: AD5-AD8

Publication deadline: 26.05.2025 - 12.00 (Brussels time)

WE ARE

DG ENEST.A.2 'Strategic programming and performance' is a horizontal unit strategically steering the EU's financial assistance to the Enlargement and Neighbourhood East regions as an integral part of DG ENEST's mission to develop and implement the EU's Enlargement and Neighbourhood policies. A2 is the central coordination service for the preparation, drafting and negotiation of our financing instruments as well as ensuring that policy priorities have sufficient budgetary resources and are used both predictably and flexibly. Here, we also work on the implementation of the reform plans, based on which we pay significant amounts of support to our partners. Finally, the unit is in charge of learning from our past experience and ensuring that these lessons are used in the design of our cooperation going forward.

WE PROPOSE

- A position in a highly strategic unit that is central to many of the key deliverables of DG ENEST.
- A coordinating role at the interface between all internal and external stakeholders, including the European External Action Service, Council and European Parliament.
- An analytical role, with exposure to both legal and data analysis and their interpretation in Excel and other tools.
- A varied job spanning many fields and partners providing a full set of learning and training opportunities targeted to the needs of the job, to support your professional development.
- A place in a fun work environment where we tackle our high-level challenges together as a friendly and supportive team.

The successful candidate will be called on to contribute to a number of different tasks and projects in line with the needs of the unit, the directorate and the DG, as guided by the DG's political priorities. This includes:

- Coordinating and working with relevant entities of the DG on projects and issues related to the implementation of the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI-GE), Instrument for Pre-Accession Assistance (IPA) III and the new Facilities

(Selection reference ENEST/COM/2025/849)



for the Western Balkans, Ukraine and Moldova.

- Liaising with all internal and external stakeholders on matters concerning programming and planning of financial assistance.
- Working on legal and policy challenges in the context of the preparation of the relevant financing instruments under the next MFF.
- Providing economic and quantitative analysis.
- Presenting projects and data in a strategically effective way to different audiences.
- Managing relations with EU member states and the European Parliament

WE LOOK FOR

- Someone with at least six years of work experience across different fields, in particular budgetary programming and design of financing instruments and the interinstitutional setup of the EU, and with different skills, including legal drafting, legal negotiations and budgetary planning and reporting.
- Proactive, curious and well-organised who is motivated by solving complex problems in a highly fast-paced environment working to tight deadlines.
- Enjoying making links, working in teams and coordinating large groups of stakeholders.
- With excellent analytical and problem-solving skills, both legally and quantitatively, who likes discovering new fields and applying these skills to various different questions.
- Someone with excellent drafting and communication skills in English, capable of articulating complex ideas and proposals in a simple way targeted to the respective audience.

Required experience relates to

- Good knowledge of and/or experience in EU external relations in the Neighbourhood and/or the relevant financing instruments (NDICI-GE, IPA III, Ukraine Facility, Western Balkans Facility, Moldova Facility).
- An excellent understanding of the MFF and the EU budget as well as in-depth experience with the legal negotiations of financing instruments.
- Substantial knowledge of the functioning and procedures of the Commission, its decision-making and working methods and inter-institutional procedures.
- At least six years of overall experience and a proven track record of applying problem solving skills to legal, policy or economic issues such as work in consultancy.

More specifically, at least two years of experience in interinstitutional negotiations, three years in external relations, of which at least one year in an EU delegation or bilateral / multilateral diplomatic mission and at least three years of experience of working on the EU budget, design or implementation of its spending programmes and instruments or other horizontal EU budget related questions such as reporting, monitoring, results-based financing or other such areas

- Excellent ability to analyse and interpret data, identify patterns, trends, and insights and communicate findings effectively.
- Proficiency in Excel, including data manipulation, pivot tables, charts, and other advanced



features.

Advantages would be

- Experience in data management and statistics, knowledge of database management systems (DBMS) and the ability to design, develop, and maintain databases, familiarity with statistical concepts and techniques, including hypothesis testing, regression analysis, and confidence intervals.

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 ENEST-A2@ec.europa.eu indicating the selection reference [ENEST/COM/2025/849](#) 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.