



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 positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy 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 Sweden. 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](#)



Administrative Assistant

in DG RTD – European Commission

Job title: Administrative Assistant

Domain: SCIENCE and RESEARCH

Where: Unit RTD.A.3 – European Innovation Council, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 21.05.2025 – 12.00 (noon, Brussels time)

WE ARE

Directorate A “ERA & Innovation” reinforces at crosscutting level the engagement with citizens & society, with academic and research organisations and infrastructures, and with startups, SMEs and innovative ecosystems. The Directorate develops policy to shape a globally competitive and excellent EU research and innovation system that is open, performant and cohesive and that is conducive to transformative and systemic innovation for a sustainable future. It helps ensure that researchers, knowledge and technology circulate freely within a revitalised and reinforced European Research Area, which generates investment, national reforms and EU policies to create critical mass within a coherent R&I policy framework.

'We are devoted to making Europe the most attractive place for the best science and the most value adding innovation, for the benefit of all in Europe'

Unit RTD.A.3 steers the strategy for **the European Innovation Council (EIC)** part of Horizon Europe, and oversees implementation of EIC activities, coordinating the preparation of the **EIC Work Programme**, providing the **secretariat and support to the EIC Board**, including the President of the EIC Board, and overseeing the **EIC Fund for making direct investments in innovative startups and SMEs**. The unit operates in the context of the new Startup and Scaleup Strategy, the European Research Area (ERA) and in synergy with digital, SMEs and industrial policy.

The unit is responsible for the **overall governance structures for Pillar 3 of Horizon Europe**, including the Programme Committee for the EIC and EIE parts, the Horizon Europe Directors Group for Pillar 3, and fostering synergies between the EIC, European Innovation Ecosystems (EIE) and the European Institute of Innovation and Technology (EIT), and between Pillar 3 and other parts of Horizon Europe and other EU Programmes.



The unit works in close cooperation with DGs EAC, GROW, CNECT, SG. The Unit acts as a mirror unit to oversee and coordinate the work of EISMEA for the preparation and implementation of EIC Activities, as well as with the European Investment Bank (EIB) in its role as investment adviser to the EIC Fund.

WE PROPOSE

We propose a challenging and rewarding position as an administrative assistant in the dynamic and stimulating “ERA & Innovation” Directorate A.

The main task will be to perform administrative, policy and operational tasks in support of the President of the EIC Board as well as to policy officers in the Unit. The selected candidate will act as the back-up of the Head of Unit's administrative assistant.

Responsibilities will include:

- Contribution to the preparation of stakeholder meetings with the EIC Board, the EIC and EIE configuration of the Horizon Europe Programme Committee and the Horizon Europe pillar 3 Directors group
- Drawing conclusions, preparation of minutes and follow up to the stakeholder meetings
- Coordination of EIC award decisions including preparation and follow up with other services and EISMEA, ensuring an interface with other services and following comitology procedures
- Contributing to reports, briefings and speaking notes on policy files and providing contributions needed
- Administrative support to the President of the EIC Board.

WE LOOK FOR

We look for a dynamic, well-organised, and committed colleague. The successful candidate will be a motivated team player and a service-minded professional. Familiarity with the Commission's administrative rules and procedures, as well as those IT tools used in the Commission (DECIDE, ARES, BASIS etc.), would be considered an asset.

A sense of responsibility, proactivity, team spirit and service-mindedness are essential.

The main working language of the unit is English. Capacity to communicate in other official languages of the European Union is an asset.



HOW TO EXPRESS YOUR 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

RTD-A3-CA-APPLICATIONS@ec.europa.eu indicating the call for interest reference EC/2025/RTD/432594 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.

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 III**. 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 years**. 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 III have to successfully complete a 9-month probationary period.

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



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.