



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 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.



Administrative Support Agent

Directorate-General ESTAT (DG ESTAT) of the European Commission

Selection reference: ESTAT/COM/2025/913

Domain: Support Staff

Where: Unit A5 - „Methodology; Innovation in official statistics “, Luxembourg

Staff category and Function Group: Temporary agent 2b – Administrative Support Agent

Grade: AST/SC 1-2

Publication deadline: 11.06.2025 - 12.00 (Brussels time)

WE ARE

Eurostat, one of the Directorates-General of the European Commission, is the statistical office of the European Union. Eurostat's mission is to provide high quality statistics and data on Europe. Eurostat co-ordinates statistical activities at Union level and more particularly inside the Commission.

Eurostat Unit A5, "Methodology; Innovation in Official Statistics," is a dynamic and friendly team with over 20 colleagues. We provide essential services and expertise to Eurostat and the European Statistical System (ESS), including support and training on statistical methodology. We lead, coordinate and promote statistical innovations and methodological developments within the ESS and the European Commission. To this end, we organise every two years a dedicated conference on New Techniques and Technologies for Statistics ([NTTS 2025 | Eurostat CROS](#)).

Our mission includes providing guidance and expertise in the areas of statistical methods and tools, building ESS capabilities for the production and modernisation of European statistics through implementing the European Statistical Training Programme (ESTP) - as well as the provision of methodological support via a dedicated framework contract.

WE PROPOSE

Unit A5 of DG ESTAT is seeking to hire an Administrative Support Agent.

The position comprises a varied and interesting tasks. S/he will be responsible for:

- **Training Preparation and Monitoring:** Ensuring the organization and supervision of various internal ESTP courses and back support for the training activities conducted under the ESTP framework contracts.
- **ESTP Catalogue Preparation:** Contributing to the preparation of the ESTP catalogue and to the analysis of learning needs and identification of new training topics.
- **Framework Contract Management:** Providing the administrative support and back-up by assisting the Project Manager (a team colleague) for the implementation of the ESTP framework contract and verifying that proposed experts' profiles and course content meet contractual requirements.



- **NTTS conference, 2027 edition:** providing administrative support, preparing and managing the specific SCIC service contract for the logistics arrangements of the conference, including the catering. As a member of the NTTS Organising committee, the colleague will also facilitate the work of the NTTS Scientific committee
- **Grant Management:** Ensuring the administrative support and management for the (future) centre of excellence on Confidentiality and Seasonal Adjustment, in particular the organization of the evaluation process and the monitoring of the deliverables. In this task, two other unit members will contribute to the technical aspects
- **Website and Tool Management:** Maintaining and updating relevant websites and collaborative tools.

The post offers:

- **Professional Development:** Extending your knowledge and expertise in organising statistical training and methodology support and in project and financial management; benefitting from on-the-job mentoring and becoming part of an expert team with complementary skills.
- **Networking Opportunities:** Collaborating with other Eurostat units, ESS members, international organizations, and individual researchers.
- **Collaborative Environment:** Friendly and pleasant working atmosphere where teamwork and cooperation thrive.

WE LOOK FOR

A motivated, well-organized professional with a good understanding of and capacity for managing diverse stakeholder expectations in an international environment.

- A strong communicator who can work both autonomously and in close collaboration with other team members.
- A result-oriented team player able to provide support for streamlining work processes and organizing effective back-up systems to ensure reliable, high-quality service.

Key Qualifications:

- Excellent command of English is essential.
- Familiarity with administrative procedure is of advantage.



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 ESTAT-HR-APPLICATIONS@ec.europa.eu indicating the selection reference ESTAT/COM/2025/913 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 either a level of post-secondary education attested by a diploma, or 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. 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 in **Luxembourg**.

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 AST/SC.**

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 competition published or already planned in the field. If there is none, recruitment will be at the level of AST/SC1. The maximum recruitment grade is AST/SC2, which may be granted based on the assessment of the needs of the service, notably the nature of the profile sought, the level of responsibility to be exercised, or the labour market conditions for the profile in question, and the duration of the candidates' previous appropriate professional experience.

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.