



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 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](#)

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



Administrative assistant

in the Office for Infrastructure and Logistics in Brussels of the European Commission

Selection reference: OIB/COM/2025/804

Domain: BUILDINGS and SUPPLIES (including logistics)

Where: Unit OIB.LS.2.002 - Transport, Mobility and Logistic Services - Brussels

Staff category and Function Group: Temporary agent 2b – Logistics Assistant

Grade: AST 1- 4

Publication deadline: 21 May 2025 - 12.00 (Brussels time)

WE ARE

The Office for Infrastructure and Logistics Brussels (OIB) is responsible for facility management of the Commission buildings in Brussels and the management of social welfare infrastructures in Brussels and at the JRC site in ISPRA.

The mission of OIB is to ensure a functional, safe and comfortable workplace for Commission staff and to provide high quality support services, based on a client-oriented approach in an environmentally friendly and cost-effective way.

Unit OIB.LS.2 is responsible, within the Logistic Services (LS) Department of OIB, for the management of all activities related to transport and mobility (official cars, drivers, staff mobility policy), the purchase and maintenance of supplies and workspace equipment, as well as removals and management of the inventory and logistics warehouse.

Based in Brussels, the unit, comprising approximately 130 staff members, is structured into four sectors:

- Transport
- Logistic
- Inventory
- Procurement and IT

Each sector has a Head of Sector and Team Leaders supporting the Head of Unit in day-to-day management. We are seeking a Deputy Team Leader for sector OIB.LS.2.002 logistics". This Deputy Team Leader will assist the Team Leader in charge of furniture moves and logistics.

OIB.LS.2 is an operational unit, with diversified and challenging tasks, and has a friendly and collegial atmosphere where teamwork is an essential factor in delivering on a series of priorities, which are key for the smooth running of the Commission.

WE PROPOSE

A function of Deputy Team Leader in the team in charge of furniture logistics (furniture installation, moves, etc) for a highly motivated and dynamic colleague.

The responsibilities of the Deputy Team Leader include assisting the Team Leader with the following tasks:

- The planning and management of the whole team's activities and the management of its staff (8 people). This involves managing, analysing opportunity and prioritizing an increasing number of furniture requests, taking into account the operational constraints (limited human resources, limited stock, limited budget.).



- Supervise the whole activities linked to furniture installations and moves, including the emptying of buildings and evacuation of obsolete furniture through the different corresponding facilities (upcycling, dismantling & recycling,)
- Ensure logistics management of all furniture in EC buildings, including for events.
- Ensure management & follow up of the furniture & equipment for all new projects (deployment of the new real estate policy and new working environment in Dynamic Collaborative Space - DCS).
- Drive good communication and information sharing amongst all team members.
- Manage move contract and ensure coordination with the contractors team.
- Define/update and implement the working procedures of the team and contribute to the modernisation of the team practices.
- Set up key performance indicators.
- Contribute to the financial and administrative management of the team: definition of needs and the planning of budgetary resources.
- Supervise the situation in the IT system (ABAC SAM/SUMMA) and contribute to digitalisation of the team/sector activities.
- Ensure appropriate service relations and communication with clients/users in the fields of transport and mobility, in particular Protocol, Cabinets and Assistants of Directors-General.

WE LOOK FOR

We are looking for a motivated and enthusiastic colleague.

1. Required

Experience in relevant logistics field and administrative management in the field of furniture, mainly fitting-out of furniture in new work areas and removals at least 2 years

2. Desired

Experience in the field of purchase and management of stocks and goods.
Good knowledge of SUMMA.

3. Personal qualities required for the position (assessed during the interview)

- Flexibility
- Excellent written and oral communication skills, ability to understand and be understood, ability to identify user's needs
- Ability to work in a proactive and autonomous way
- Client orientation, conscientiousness, capacity to deliver in a structured way
- Ability to work in a team, excellent management skills, in particular proven ability to lead, motivate and develop a team.
- Very good organisational skills and talent for coordination, including planning, fixing objectives and the flexibility to find solutions to unexpected problems.

4. Languages

French and / or English would be an 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 OIB-VACANCIES@ec.europa.eu indicating the selection reference OIB/COM/2025/40638 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 in French.

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 AST.**

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 AST1, AST2 or AST3. The maximum recruitment grade is AST4, which may be granted under very exceptional circumstances, 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.