



## **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<sup>1</sup>. 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.

## **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](#)

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<sup>1</sup> 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 HR – European Commission

**Job title:** Policy Officer

**Domain:** Human resources

**Where:** HR DIO – “Diversity and Inclusion Office”, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 22.05.2025 - 12.00 (noon, Brussels time)

### WE ARE

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**The Directorate-General Human Resources and Security** (DG HR) contributes to the general objective of having “a modern, high performing and sustainable European Commission”. For this purpose, DG HR aims at fostering organisational performance, security, ethics and engagement, and at attracting, developing, deploying talent and at developing management skill. We also focus on achieving cross-cutting objectives to make the Commission even more diverse, inclusive and greener. In the long run, the ultimate impact of our policy will translate into increases in the Staff engagement index in the Commission, the improved percentage of Environmental performance in the Commission, greater equality in gender representation in management in the Commission and into making the Commission a more attractive place to work.

**The Diversity and Inclusion Office** is a small team responsible for the policies to help make the Commission a more diverse and inclusive workplace. We do this by promoting equality, diversity and inclusion throughout the HR community and working these principles into all HR policies and processes within the institution. Our ultimate goal is to foster an inclusive culture. We also coordinate and exchange best practice with other EU institutions and international organisations.

### WE PROPOSE

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The Diversity and Inclusion Office of DG HR is seeking to hire a Policy Officer.

As a policy officer in our team, you will be involved in all aspects of our work as well as having your own specific files and responsibilities. These will include tasks such as:

- Take the lead in the formulation and advancement of strategies and action plans aimed at fostering a culture of diversity, equity and inclusion across the European Commission.
- Oversee the development and implementation of D&I policy actions designed to promote inclusion and belonging in the workplace and support the D&I and equality strategies, working with leadership and the network of DGs and relevant external actors
- Conduct an annual review to measure the effectiveness of key actions and make recommendations for future plans



- Follow up the trends in D&I and best-in-class practices through participation in external events
- Research to establish benchmarking on diversity and inclusion with similar organisations
- Organise outreach and communication events
- Analyse and make recommendations on HR policies related to diversity and inclusion
- Contribute to and deliver training activities related to diversity and inclusion

## WE LOOK FOR

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**The Diversity and Inclusion Office Policy Officer** has a unique opportunity to actively influence the Commission workplace culture around diversity and inclusion. We are looking for candidates who are proactive, think analytically and creatively, can work independently, are committed to promoting the EU values of diversity and inclusion and making a positive impact.

The successful candidate should have the following skills:

- Excellent drafting and speaking skills in English. Knowledge of French would be an advantage.
- Excellent public speaking skills.
- Digital skills as office productivity, content creation, AI productivity tools (e.g., ChatGPT, information research, synthesizing).
- Open-mindedness and capacity to understand different points of views, cultural competences.
- Diplomacy skills (interpersonal communication, conflict resolutions, emotional intelligence, relationship building).
- Strong teamworking capacity (active listening, reliability, respect).
- Excellent organization and planning skills, working under pressure.

## Desired profile

We are looking for a motivated policy officer with some experience in:

- diversity, equity and inclusion matters
- developing policy documents (concept papers, reports and similar)
- previous experience in public speaking, presenting, training
- statistical data analysis and sensemaking in policy work

The European Commission strives to have a diverse and inclusive workforce, in order to foster the best possible working environment. This includes offering equal opportunities and access to all candidates regardless of race, colour, ethnic or socio-economic background, genetic features or appearance, religion or belief, disability, age, gender, or sexual orientation.

We all know that the ideal candidate does not exist. If this job appeals to you, please send us your application explaining what you will bring to our team, even if the match is not perfect.



## HOW TO EXPRESS YOUR INTEREST?

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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 [HR-DIVERSITY-INCLUSION-OFFICE@ec.europa.eu](mailto:HR-DIVERSITY-INCLUSION-OFFICE@ec.europa.eu) indicating the call for interest reference EC/2025/HR/488035 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 education which corresponds to completed university studies of at least three 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.

##### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>2</sup> 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).

<sup>3</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database<sup>4</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best 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.

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<sup>4</sup> Therefore, candidates who did not pass already a CAST on the level Function Group IV should register their profile at this [address](#).



## **1. 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 IV**. 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 year**. 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 IV 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.