



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 Assistant

DG for Economic and Financial Affairs (ECFIN) of the European Commission

Selection reference: ECFIN/COM/2025/1396

Domain*: Audit

Where: Directorate R – Resources and Performance Management, Brussels

Staff category and Function Group: Temporary agent 2b – Administrator

Grade range: AD5-AD8

Publication deadline: 10.07.2025 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Economic and Financial Affairs (DG ECFIN) is the European Commission department responsible for EU policies promoting economic growth and recovery, higher employment, stable public finances and financial stability. DG ECFIN's main role is to foster the success of Economic and Monetary Union both inside and outside the Union, by advancing economic policy coordination, conducting economic surveillance in the context of the recently reformed Economic Governance Framework and providing policy assessment. It has furthermore a key role in the delivery of the European Union's recovery instruments following the Covid-19 pandemic, in particular the Recovery and Resilience Facility (RRF).

Within DG ECFIN, Directorate R is a proactive strategic business partner for other services of the DG. It puts its expertise at their disposal to ensure that the best possible match is achieved between political objectives, available resources, and workforce and individual staff needs.

Directorate R strives to design and deliver professional solutions for colleagues in the fields of:

- Sound, sensible and efficient management: planning and implementing of, and reporting on, human, financial and IT resources;
- Legality and regularity of operations: maintaining and reporting on internal control, risks, business continuity, knowledge management, data protection, and IT security.
- Audit on the Recovery and Resilience Facility as well as the coordination of ECFIN activities with the Internal Audit Service (IAS), the European Court of Auditors (ECA) and the Discharge process including for the European Parliament and the Council of the EU.

An optimal working environment, which includes all stakeholders in an open and respectful manner.



WE PROPOSE

A position of Policy Assistant to the Director R – Resources and Performance Management. The successful candidate will contribute to the following tasks:

- Assist the Director in her responsibilities, including RRF-related aspects, in particular in relation to control activities;
- Assist the Director to ensure coherence and consistency of the policies of the Directorate with the overall objectives of the Directorate-General by providing advice and input on specific files, policy development, and the definition of strategic objectives, especially on politically important issues;
- Assist the Director in co-ordinating with the other parts of the DG and other DGs;
- Assist the Director in the co-ordination of the services reporting to her and in other organisational matters related to her responsibilities;
- Provide advice and input on specific issues, policy development and the definition of strategic objectives;
- Assist the Director and participate as appropriate in information and communication activities;
- Assist the Director to ensure the effective planning, implementation and management of the human resources of the Directorate;
- Represent, where appropriate, the Director at meetings.

WE LOOK FOR

The successful candidate will be a dynamic, proactive, service-oriented and highly motivated person, being able to demonstrate the following skills and qualities:

- Strong team player with the capacity to build and maintain a constructive working relationship with colleagues in DG ECFIN and other DGs;
- Proven experience in coordination positions.
- Excellent analytical, communication and negotiation skills as well as proven capacity to coordinate work with a myriad of actors across the DG, the Commission, and external stakeholders;
- Ability to manage large DG wide workflows, streamline work processes and enforce timeliness of output;
- Structured, rigorous but flexible and adaptable approach to work, balancing adequately operational and control needs;
- Strong ability to work autonomously and with resilience in a high-pressure environment;
- Experience on control matters and knowledge of the Recovery and Resilience Facility are clear assets.



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 FMB ECFIN-HR-APPLICATIONS@ec.europa.eu indicating the selection reference ECFIN/COM/2025/1396 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.