



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 or move between different policy areas in 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.

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 Officer

DG RTD – European Commission

Job title: Policy Officer

Domain: Science and Research

Where: Unit 03 – International cooperation – Europe and the Americas, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 01.07.2025 – 12.00 (noon, Brussels time)

WE ARE

Unit 03 – International cooperation in Research and Innovation (R&I) with Europe and the Americas – is one of the two units leading on international cooperation in Research and innovation within DG RTD. It contributes to delivering on the Commission's priority for a Stronger Europe in the world. It supports the achievement of a strategic and balanced international cooperation in R&I based on mutual benefits, EU interests and values, reciprocity and international commitments, in line with the Global Approach for Research and Innovation. Furthermore, it facilitates access to the world's best talents, expertise and resources, enables international joint R&I action and coordination in tackling global societal challenges and to overcome barriers to entry to global value chains and foreign markets, and contributes to trust-building in EU external relations.

Unit 03 manages the EU's R&I cooperation with Europe and the Americas. It leads on the development and implementation of the association policy to the Framework Programme. The Unit is responsible for relevant relations with other EU institutions and with international organisations. In addition, the Unit is responsible for the international dimension of the Work Programmes.

The Unit functions as the DG competence centre for country and region analysis, and elaborates, in co-creation with the relevant services, policy and strategy options for international cooperation activities with the relevant countries and regions. It manages the relationships with the third countries and regions under its remit in the area of R&I policy, including in supporting the process of associating third countries to EU Framework Programmes, and is contributing directly to the enlargement process of relevant countries in the field of R&I.

The Unit also functions as the coherence hub for R&I international cooperation strategy towards other Commission services such as DG INTPA, DG NEAR and the European External Action Service and promotes the coherence of EU policy/strategy with Member States' international cooperation policies and activities as well as synergies with other EU policies, in particular external policies.

Amongst the main activities, the Unit is:

- Contributing to the implementation of the Global Approach to Research and Innovation;



- Deepening the knowledge base on the R&I landscape of the countries and regions in the remit of the Unit, needed for strategic intelligence in the DG;
- Providing intelligence on R&I strategic priorities to inform EU external policy activities;
- Ensuring that EU external policy priorities are reflected in R&I policy priorities and actions, and vice versa;
- Making sure that actions taken under R&I policy are coherent with EU International commitments;
- Coordinating the DG's input to international/multilateral fora on R&I policy, such as for example the G7;
- Representing the DG and coordinating its contribution to EC's External Coordination Group (EXCO) and the Commissioner's Group for a Stronger Europe;
- Ensuring the DG's cooperation with, and promoting synergies with EEAS, DG INTPA and DG NEAR and other DGs on international aspects of R&I policy;
- Organising Joint Committee meetings according to Horizon Europe association and S&T cooperation agreements as well as regional policy dialogues on R&I;
- Facilitating and coordinating the DG's overall relations with public authorities and stakeholders in international partner countries and regions.

WE PROPOSE

Unit 03 of DG RTD is seeking to hire one Policy Officer.

In the field of international cooperation in research and innovation, a challenging, rewarding and visible position as a Policy Officer in a result-oriented and high-performing team. Under the supervision of the Head of Unit, the jobholder will notably prepare, coordinate and advise on the EU's Research and Innovation cooperation with the US, Brazil and Chile, provide support on targeted activities of Team 03B: Interinstitutional relations and multilateral relations, and Team 03C: Strategic Programming and Planning and International Dimension of the Work Programme.

The jobholder will, under the supervision of an AD official, contribute to the following tasks of the Unit:

- manage the implementation of the research and innovation cooperation with third countries under his/her co-responsibility (desk activities);
- liaise with relevant Commission services, other Union institutions, Member States representatives, key stakeholders and government officials of countries under his/her co-responsibility;
- analyse and report about new research and innovation developments in countries under his/her remit to the Unit and hierarchy and advice on the appropriate actions, as relevant, with regard to these developments.
- support links between the research and innovation ecosystems of the EU and third countries under his/her co-responsibility with a view to fostering collaboration and scale up opportunities.
- provide support on targeted activities of Team 03B: Interinstitutional relations and multilateral relations, and Team 03C: Strategic Programming and Planning and International Dimension of the Work Programme.



WE LOOK FOR

The ideal profile for the job is a highly dynamic, motivated and enthusiastic colleague with a keen interest in the field of international research and innovation cooperation, and a fair knowledge of the policies of the Commission, in particular where R&I plays a critical cross-cutting role, e.g. Energy, Climate, Health, ICT etc. Experience in coordinating international relations and/or negotiations would be a strong asset.

Strong sense of responsibility and excellent organisation, proactive attitude and initiative, an excellent team spirit, and skills to effectively communicate and maintain relationships with various stakeholders are essential, while flexibility to work under tight deadlines is often required. Adaptability, multicultural understanding and resilience are needed for the execution of duties related to this post. Very good drafting and communication skills in English is an advantage.

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-03-CA-APPLICATIONS@ec.europa.eu indicating the call for interest reference EC/2025/RTD/491826 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 EU²
- AND have a satisfactory knowledge (minimum level B2)³ 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).

³ 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>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database⁴ 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.

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 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).

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



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.