



## **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 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.

For more information [ec.europa.eu/work-with-us](https://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](#)

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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 – Policy assistant to the Director

## DG EMPL of the European Commission

**Selection reference:** EMPL/COM/2025/1176

**Domain:** EMPLOYMENT (EU/national/regional level)

**Where:** Unit DG EMPL/D/D2 – Brussels

**Staff category and Function Group:** Temporary agent 2b- Administrator

**Grade range:** AD 5-7

**Publication deadline:** 07.07.2025 – 12.00 (Brussels time)

### WE ARE

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The Employment, Social Affairs and Inclusion Directorate-General (DG) pursues policy, legislative and financial initiatives to build a competitive social market economy in the EU by shaping and promoting a modern European social model. Through the implementation of the European Pillar of Social Rights and with the help of EU funds, it aims to create more and better jobs, promote skills, improve the functioning of the labour markets and fight poverty and social exclusion.

The mission of the Directorate for Social Rights and Inclusion is to help shape and reinforce a modern European social model and further the values of social fairness that underpin it, in line with the objectives of the Treaty and within the framework of the European Pillar of Social Rights. The Directorate develops and provides expertise on achieving upward social convergence in Member States and delivering on the 2030 targets on employment and poverty and social exclusion, through the modernisation of social policies and building on experiences in Member States and EU funding.

### WE PROPOSE

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We offer a dynamic and demanding job in a small team, designing, implementing and monitoring EU social policies and funding. This challenging position offers the possibility and important responsibility to coordinate and provide strategic support to the Director in his/her daily work and decisions. The candidate will work on a different set of EU social policies (combatting poverty and social exclusion, social protection, long-term care and demography) and funding instruments (European Social Fund + (ESF+) and Social Climate Fund) within the broader context of the current Commission's political priorities and implications.

The role includes important coordination responsibilities, which include daily exchanges with Director's and DG's policy assistants, as well as senior managers and cabinet's members. The candidate will also have contact with national experts, civil society representatives, and various stakeholders to facilitate policy implementation. Additionally, he/she will contribute relevant



negotiations with Member States' authorities and representatives, requiring a good understanding of both EU-level policy and national contexts.

As a key member of our team, you will be responsible for analyzing quickly and assessing strategically relevant data and information to develop, support, and implement policy-making decisions, as well as monitoring national reforms. You will also be requested to represent the directorate in different DG working groups and task forces which require a good understanding of the overall DG EMPL files, and its implications for the directorate.

Flexibility is expected, as the scope of the team's workload evolves quickly and you may be asked to support different tasks and colleagues, including administrative.

## **WE LOOK FOR**

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We are looking for an experienced and highly reliable policy officer, passionate about social Europe with strong political sensitivity and capacity to grasp difficult concepts quickly.

The candidate will have an in-depth knowledge of the EU social policy agenda. S/he should have at least 5 years of experience with social, employment or economic policies. Specific policy knowledge on anti-poverty, social exclusion, social protection, long-term care and demography is an asset.

Direct experience with coordination, policies and legal initiatives, as well as EU funding, is required.

We value prior experience with designing policy and analytical frameworks of indicators to monitor policy development at national level. Expertise in research design and methodology to study and evaluate policies, including by using quantitative and qualitative data and organising stakeholders' consultations, is also appreciated.

knowledge of the Commission and DG EMPL working methods, such as procedures and workflows is an asset as well as very good command of the Commission's IT working tools for administrative and policy coordination and file management. Knowledge of Microsoft package are essential.

H/she must have very strong organizational skills, eye for detail and capacity to deliver under pressure and to deal with high workload. H/she should be flexible and able to adapt swiftly to changes. A proactive and service-minded attitude are highly appreciated.

Excellent delivery and communication skills are required. H/she should be able to communicate fluently in English and French both orally and in writing. The candidate is expected to have strong drafting skills, in view of preparing notes for Directors, senior managers and cabinet, as well as briefing and speaking points for the Director. H/she will be also requested to deliver presentations to external stakeholders and Member States' experts.

A regular presence in the office and flexibility regarding working hours are needed.



## HOW TO EXPRESS YOUR INTEREST?

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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 [EMPL-DIRECTORATE-D-VACANCIES@ec.europa.eu](mailto:EMPL-DIRECTORATE-D-VACANCIES@ec.europa.eu) indicating the selection reference EMPL/COM/2025/1176 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 EU<sup>2</sup>
- 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.

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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).



### ➤ **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 priority<sup>3</sup>. 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) of the [Conditions of Employment of Other Servants](#), in function group AD.**

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<sup>3</sup> 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 **1<sup>st</sup> 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.