



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.



ASSISTANT TO THE DIRECTOR-GENERAL

Directorate-General “Education, Youth, Sport and Culture” (DG EAC) of the European Commission

Selection reference: EAC/COM/2025/1604

Domain*: European Policy

Where: DG EAC, Brussels

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

Grade range: AD5-AD8

Publication deadline: 28/07/2025 - 12.00 (Brussels time)

WE ARE

Director-General for education, youth, sport and culture and her office team is leading and managing DG EAC’s policies, programmes and support functions.

DG EAC designs and delivers EU policies and programmes that empower people, develop talents and strengthens societies through education, culture, youth, and sport.

We support high-quality and inclusive education and training systems, attractive and sustainable research careers, cross-border mobility and solidarity, vibrant cultural and creative sectors, active youth engagement as well as a value-based sport model as essential pillars of the European project. Our work supports excellence, innovation and convergence across Member States and contributes to a resilient, competitive and prosperous European Union.

Under the political leadership of Executive Vice-President Mînzatu, Commissioner Micallef and Commissioner Zaharieva, we pursue the following core objectives:

- implementing the Union of Skills and completing the European Education Area, notably by building skills for life and competitiveness through a solid educational foundation and a ‘whole-of-society’ approach to education;
- promoting inclusive lifelong learning, from early childhood education and care to schools and higher education, from basic to advanced skills, including digital skills and active citizenship;



- promoting cultural and linguistic diversity, artistic creation and access to Europe's cultural heritage, with a particular focus on young people as drivers of democratic resilience, European identity and values;
- strengthening the links between education, research and innovation through advancing STEM uptake in education, the European Universities initiative, the Marie Skłodowska-Curie Actions (MSCA) and the European Institute of Innovation and Technology (EIT) and contributing to making Europe a global magnet for talent;
- supporting young people's education, training, development and mobility, notably through Erasmus+ and the European Solidarity Corps, enabling them to grow, connect and contribute across borders;
- fostering participation in sport and physical activity as part of healthy, active and cohesive communities, while promoting and strengthening a values-based European Sport Model;
- upholding intergenerational fairness by expanding opportunities across all age groups, investing sustainably in our youth, and helping ensure that the benefits of today's actions endure for future generations;
- ensuring effective and strategic implementation of EU flagship programmes: Erasmus+, the European Solidarity Corps, Creative Europe, the Marie-Sklodowska-Curie Actions (MSCA) and the EIT under Horizon Europe;
- enhancing the coherence and impact of policies and programmes through robust evidence, cross-cutting synergies, and data-driven governance.

WE PROPOSE

A challenging position as policy assistant to the Director-General responsible for education, youth, sport and culture. This includes a variety of oversight, coordination, preparation and advisory tasks, focused on ensuring that objectives set by the Director-General are achieved and that the expected outputs are delivered in time.

We are looking for a candidate able to:

- Ensure the implementation of the Director-General's decisions, filter and prioritise files submitted to the Director-General and support the preparation of management meetings as well as other meetings with the participation or involvement of the Director-General.
- Ensure coherence and consistency of the policies across the areas covered by the DG as well as with the Commission's overall objectives, as set out in the Annual Work Programme.
- Provide advice and support to the Director-General in the development and follow-up of specific files.
- Ensure coordination within the DG, with two executive agencies (EACEA and REA), with other DGs and with the Cabinets of one Executive Vice-president and two other Commissioners.
- Coordinate and supervise the content and quality of correspondence, briefing notes, speeches and other documents, prepared for or on behalf of the Director-General.



WE LOOK FOR

We are looking for a dynamic, proactive person with excellent analytical, diplomatic and communication skills, and with strong knowledge of the institutional environment and its processes, including sound knowledge of the policy areas covered by DG EAC. The candidate needs to possess a sound and well-developed political judgement as well as a strong sense of initiative and have excellent drafting skills. The candidate must be able to work in teams as well as autonomously and should be able to handle a considerable number of tasks in parallel, often under time pressure.

The successful candidate must have a high sense of discretion and confidentiality. A proven ability to plan ahead, organise work and respect deadlines, and to execute tasks with rigour and precision, is required. At least three years' experience in policy-making is required. Experience in a job of a similar nature, assisting senior management, is an asset. Experience in the fields of communication and coordination will equally be appreciated. The candidate needs to be fluent in EN and FR. Knowledge of additional EU languages is an asset.

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 EAC-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference EAC/COM/2025/1604 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.