



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.



Control Assistant – Euratom Safeguards

Reference Book Controller

Directorate-General for Energy (DG ENER) of the European Commission

Selection reference: ENER/COM/2025/599

Domain: Science and research

Where: Unit ENER.E.5 – „Nuclear Accountancy and international obligations“, Luxembourg

Staff category and Function Group: Temporary agent 2b – AST function

Grade range: AST 1-4

Publication deadline: 29.8.2025 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Energy (DG ENER) is working to accelerate Europe's just energy transition to be the first climate neutral continent by 2050 with clean, secure and affordable energy for all for a competitive Europe. We establish the European framework for an innovative, resilient and integrated energy system. We strive to remove barriers for energy transition and stimulate energy solutions to drive the shift to climate neutrality whilst promoting Europe's sustainable growth and job creation. The transition builds on EU global leadership in green energy, and in the EU market on consumer participation and market driven investments in energy efficiency and renewable energy technologies as well as cooperation with global partners to accelerate the energy transition and Europe's energy security and resilience, reducing the fossil fuel import dependency and import bills.

Unit ENER.E.5 "Nuclear accountancy and international obligations" is part of the Directorate for Euratom Safeguards, in the Directorate-General for Energy. It consists of 36 staff members and is organised in 3 teams.

The Directorate enables the Commission to fulfill its duties under Chapter 7 of the Euratom Treaty; namely, to ensure, by appropriate control, that nuclear materials are not diverted from their intended uses and that safeguarding obligations, assumed by the Community under international agreements, are complied with.

Unit ENER.E.5 is in charge of controlling the nuclear materials accountancy declarations of the EU nuclear operators, managing a nuclear material accounting system based on these declarations, and fulfilling the reporting obligations stemming from international agreements with the International Atomic Energy Agency (IAEA) and third countries.



Unit ENER.E.5 works in close cooperation with the Policy, Quality and Technology Unit and the Inspections Units in Directorate E as well as with the Euratom co-ordination, legal matters and international relations Unit in Directorate D (ENER.D.1) and with the Euratom Supply Agency (ESA).

WE PROPOSE

We offer a position of administrative assistant within a team of seven colleagues working in a good atmosphere.

More specifically, the jobholder will be in charge of administering the Euratom Safeguards Reference Book, which is composed of administrative and technical information related to all nuclear facilities in the European Union. Keeping all aspects of this extensive database up to date is crucial for the functioning of the Directorate. To this end, the job involves the processing of Basic Technical Characteristics provided by nuclear operators under the Euratom Regulation 2025/974.

This position implies external exchanges with operators of nuclear installations, Member States Authorities and with the International Atomic Energy Agency (IAEA). Frequent horizontal exchanges within Directorate E are required.

In addition, the jobholder will contribute to monthly and annual statistics in the framework of the activities of the unit.

During the first months, he/she will be trained and assisted by experienced colleagues from the team. He/She will participate with commitment in the training programme that will be proposed in order to be well equipped for this specialised job.

WE LOOK FOR

We are looking for a motivated, reliable and service-minded colleague with good analytical and organisation skills willing to work in a dynamic team.

The selected candidate should have proven administrative skills and good knowledge of Commission procedures and IT tools. Experience in using and updating data bases is expected. Technical experience in a regulated field such as in the nuclear sector would be an asset.

He/She should show an open and collaborative attitude and possess the qualities required for teamwork, demonstrate a sense of initiative and be able to meet deadlines.

He/She should be able to communicate within all levels of the organisation and third parties, to deal with confidential matters professionally and to maintain timely information flows to peers and superiors.

A good knowledge of two EU official languages is requested. A good command of English is required.



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 Cedric.DE-WALSCHE@ec.europa.eu indicating the selection reference ENER/COM/2025/599 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 either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ **Type of contract and working conditions**

The place of employment will be **Luxembourg**.

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 AST.**

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\(2025\)4716](#) laying down general implementing provisions 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 calculated based on the number of years of professional experience, according to Art. 13 of Decision C(2025)4716.

The duration of the **1st contract will be of 4 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 considering the interest of the service and in accordance with [Commission decision C\(2025\)4716](#) 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.