



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 of move between different policy 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 Assistant in Food Systems

in DG **RTD** of the European Commission

Job title: Policy Assistant

Domain: Science and Research

Where: Unit B.2 – Bioeconomy and Food systems, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 20.11.2025 - 12.00 (noon, Brussels time)

WE ARE

The mission of the **Directorate-General for Research and Innovation (DG RTD)** is to develop and implement European Research and Innovation (R&I) policy. The DG supports R&I through European Framework Programmes, coordinates and supports national and regional R&I programmes, contributes to the creation of the European Research Area, and supports the cooperation of European organisations and researchers in Europe and in an international context.

Our unit RTD B.2 "Bioeconomy and Food systems" supports the transition to a Healthy Planet, which is climate-neutral by 2050 and operating within safe planetary boundaries. The unit will support this objective by accelerating the deployment of a **circular and sustainable Bioeconomy** across Europe and by developing R&I solutions for the transition towards **sustainable, competitive and resilient food systems**.

The unit builds bridges across the DG, interacting closely with other policy DGs (e.g.; Agriculture and Rural Development, Environment, Climate Action, Maritime Affairs and Fisheries, Internal Market, Industry, Entrepreneurship and SMEs, Energy, Health and Food Safety, Regional and Urban Policy, Communications Networks, Content and Technology) and ensures an open and constant dialogue with the Member States, the research community, industrial and societal stakeholders and relevant international partners for maximising synergies and impact of EU R&I and bioeconomy-related policies. The unit employs and advocates an interdisciplinary and multi-stakeholder approach, in partnership with EU Member States and international partners (e.g.; Food and Agriculture Organization (FAO), World Health Organisation (WHO), Organisation for Economic Co-operation and Development (OECD)).

Key activities are: Implementation of the **EU Bioeconomy Strategy** and the **EU Life Sciences Strategy**, and follow-up and contribution to other policy initiatives and development of R&I policy through Horizon Europe, in particular on food systems via **Food 2030**. The unit contributes to EU policy development in the field of food, biomanufacturing and biotechnology, climate, natural resources and other bioeconomy-relevant policies. Its R&I activities foster uptake of the



precautionary and innovation principles where needed and include communication.

The unit's objectives are:

- Contributing to the implementation of the EU Bioeconomy Strategy and Action Plan, to the Life Science Strategy and to the Biotechnology Act.
- Development and deployment of our R&I policy framework Food 2030 based on foresight, analysis and evidence, feedback to policy, co-developed with core DGs, Member States and key stakeholders, within the Horizon Europe work programme and beyond
- Contributing to the Horizon Europe Partnership “Sustainable Food Systems for People Planet and Climate” and the Mission “A Soil Deal for Europe”.
- Explore, launch and deploy research and innovation-based solutions for sustainable, competitive and resilient food systems and circular bioeconomies through Horizon Europe, including through novel approaches such as support for start-ups, multi-actor and citizen engagement, living labs and place-based innovations.
- Contributing to transition analysis and outreach in the above areas within the Directorate, across the matrix of DG activities and with other DGs, institutions and actors.
- Contributing to the development and implementation of other food system and bioeconomy-related policy initiatives, such as the Innovation Act, the Biotechnology Act and the Circular Economy Act.

WE PROPOSE

B2 unit is seeking to hire a Policy Assistant for its Food Systems team for a wide range of administrative and operational tasks in the unit including:

- Editorial and administrative support for the unit's communication activities; including news items, fact sheets, reports, website updates;
- Support for Dissemination and Exploitation (D&E) and feedback to policy (F2P); in cooperation with the Research Executive Agency in relation to Horizon project outcomes;
- Support in the organisation and hosting of internal and external events; workshops, conferences, seminars; which could be hybrid, virtual or in-person;
- Support for reimbursement of experts and administrative support for procurement contracts;
- Monitoring workflows and performing quality checks of files for signatures in line with the latest procedures and deadlines while always ensure high quality standards;
- Compile the unit's contributions to the “Weekly updates” of the Directorate;
- Support the content-related work of the Food 2030 implementation within Cluster 6 of Horizon Europe;
- Support the work on the EU strategic research and innovation agenda for Food Systems as announced in the Life Science Strategy;
- Work with IT-based tools (ARES, BASIS, DECIDE, MIPS, WebDOR, ePass) and with Word, Excel and PowerPoint, MS Teams, and videoconferencing platforms.



WE LOOK FOR

We are looking for a **Policy Assistant for our Food Systems** team experienced, dynamic, proactive and highly motivated with a strong sense of responsibility. She/he has excellent organisational, social and communication skills and ability to work autonomously within a team. She/he has well developed planning, coordination and drafting skills and an experience in human resources and/or budgetary matters. Capacity to prioritise and deliver effectively are essential. Accuracy and attention to details and ability to anticipate and address problems are key assets.

A background, or qualifications, in a mix of the following fields would be a strong asset: life sciences, microbiology/biotechnology, environmental law or related social science studies. Experience in EU policy processes and the Commission's internal procedures would be beneficial.

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-B2-CA-APPLICATIONS@ec.europa.eu indicating the call for interest reference EC/2025/RTD/317353 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.

➤ 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

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>).



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.

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



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 years**. 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).

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.