



## **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 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.

## **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

## in DG RTD – European Commission

**Job title:** Policy Officer

**Domain:** Science and Research

**Where:** Unit RTD G.4 – Common Missions & Partnerships Service, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 20.10.2025 – 12.00 (noon, Brussels time)

### WE ARE

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As part of DG Research and Innovation's Common Policy Centre, the Common Missions & Partnerships Service works to ensure that key directional policy approaches of the Framework Programmes for Research and Innovation (R&I), notably EU Missions and European Partnerships, deliver real impact in tackling global challenges and strengthening Europe's industrial competitiveness. The unit leads policy development in these areas and supports Commission services, Member States, and other stakeholders in developing and implementing initiatives that mobilise joint investments around shared priorities, reflecting the needs and values of European citizens.

The partnerships team of the Unit leads the policy development and coordination across Commission services throughout the lifetime of the European Partnerships, as well as the strategic coordinating process with Member States.

### WE PROPOSE

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We – unit G.4 of DG RTD – propose a challenging, rewarding, and visible position as a Policy Officer in the dynamic and stimulating partnerships team of the Unit contributing to the design, implementation, and monitoring of European Partnerships.

The core responsibility of this position is the coordination and follow-up of the overarching monitoring framework for European Partnerships, which provides policymakers with evidence on their impacts and added value, thereby informing strategic discussions. The successful candidate will be responsible for the comprehensive monitoring of the performance of European Partnerships, including the extraction, collection, and analysis of relevant data from corporate IT tools. A key task will be managing the supporting project that delivers the final two editions of the Biennial Monitoring Report on the performance of European Partnerships.



While monitoring will be the main focus, the position may also involve contributing to forward-looking work streams. These could include preparing European Partnerships under the next Framework Programme (Horizon Europe 2028–2034), developing future monitoring frameworks, shaping the legal framework and setup of upcoming partnerships, and supporting related interservice and interinstitutional coordination and negotiations.

More broadly, the position involves coordinating with and representing the Unit vis-à-vis other horizontal units in DG RTD, operational units across the R&I family, as well as Member States and third countries, public and private organisations, and other external stakeholders. The Policy Officer will also be expected to participate in information activities, give speeches, presentations, etc. in conferences and various events.

## **WE LOOK FOR**

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We are seeking a committed and result-driven colleague with solid experience/background in R&I programmes, and in the Commission's policies and instruments.

The Policy Officer will play a crucial role in ensuring that our monitoring efforts are robust, transparent, and aligned with the strategic goals of European Partnerships, contributing to their overall effectiveness and impact.

Ideally, she/he will:

- Demonstrate solid experience of R&I policy and in particular EU R&I policy, the Framework Programmes for R&I, as well as a strong knowledge of the role of European Partnerships within them.
- Have experience in conducting Research
- Demonstrate excellent coordination skills, experience at the interinstitutional level is an asset.
- Experience in data collection and analysis (i.e. manipulating spreadsheets, extracting insights from data, and presenting findings effectively) is an asset.
- Knowledge of EC IT tools (eCorda, Horizon Europe dashboard, Compass, EU Survey etc.) is an asset.
- Remain calm under pressure, be attentive to detail, work comfortably in autonomy, and have very good interpersonal and negotiation skills enabling you to work effectively with colleagues in the DG, across the Commission, as well as Member States and external stakeholders.
- Excellent organisational and communication skills in English. Good knowledge of French and other EU languages is an advantage.



## HOW TO EXPRESS YOUR INTEREST?

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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-G4-CA-APPLICATIONS@ec.europa.eu](mailto:RTD-G4-CA-APPLICATIONS@ec.europa.eu) indicating the call for interest reference EC/2025/RTD/497865 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 EU<sup>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> 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).

<sup>3</sup> 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 database<sup>4</sup> 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).

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<sup>4</sup> 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.