



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 Coordinator in DG RTD - European Commission

Job title: Policy coordinator

Domain: Policy coordination and interinstitutional relations

Where: RTD.01 - Coordination & Interinstitutional relations, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 28 October 2025 - 12.00 (noon, Brussels time)

WE ARE

Unit 01, the coordination and inter-institutional relations unit, is leading the relations of DG Research and Innovation (RTD) with the Council, the European Parliament (EP), the Committee of the Regions and the European Economic and Social Committee. In liaison with Secretariat General and the other DGs of the Commission, the Unit ensures the coordination of the inter-institutional relations of DG RTD to facilitate the decision-making process and to foster coherence in the definition of European policies in the field of research and innovation. The unit, reporting directly to the Director-General, acts on behalf of the Director-General as the main interface between the Cabinet and the DG, and keeps the Director-General and his Assistants continuously informed. We coordinate all the briefings for the Commissioner in charge of start-ups, research and innovation, and for the other members of the College. The unit also coordinates the programming of the DG's strategic priorities, enabling it to achieve its objectives in a timely manner. It coordinates the DG's contributions to the strategic planning and programming (SPP) cycle and the Commission Work Programme.

WE PROPOSE

A challenging post for a policy coordinator to prepare and coordinate the briefings for the Commissioner in charge of start-ups, research and innovation as well as briefings for the other members of the College. The policy coordinator will be an integral part of the team dealing with the relations with the Cabinet. She/he will ensure that the briefings are delivered timely and are of high quality.

The position will consist of the following tasks:

- Coordinate, draft and edit briefings, including policy speeches or speaking points for the Commissioner, Vice-Presidents, President, and the Director-General.
- Perform a thorough quality check on briefings prepared by the RTD directorates and update them appropriately
- Draft and deliver on time briefing notes (speeches, bullet point notes, defensives, background) for the Commissioner, the Head of Cabinet and RTD senior staff.



- Manage the briefings and speeches flow in the specific database (BASIS) from receipt to delivery, including the allocation to directorates and ensure the timely follow-up of requests.
- Ensure day-to-day contacts with the Cabinet and the Secretariat-General (SG) regarding briefings and keep them informed on the status.
- Participate to the DG's pilot projects with the briefing library and the eBriefing tool.
- Deliver briefing seminars to different Directorates in order to share information on handling and preparing briefing requests.
- Perform analysis/statistics on briefings for the Directorate-General.
- Act as back-up for the coordination of the relations between DG RTD and the Cabinet

WE LOOK FOR

We are looking for a dynamic and motivated colleague willing to support the O1 unit in its tasks. The candidate should have an excellent team spirit, sense of duty, initiative, flexibility, able to work autonomously; the colleague should be able to work under pressure and tight deadlines, to handle sensitive files, and quickly adapt to new R&I related issues. The person chosen for the post should be well-organised and possess very good inter-personal skills.

He/she should have excellent drafting and communication skills.

Previous experience with Basis and/or with a coordination function in the Commission will be appreciated.

Other aptitudes that will be valued are: positive attitude, good communication, attention to detail, ability to proactively work as part of a team and autonomously.

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-O1-CA-APPLICATIONS@ec.europa.eu indicating the call for interest reference C/2025/RTD/499871 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:

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.

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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **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 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).

⁴ 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.