



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.



Administrative Assistant

Directorate-General for Justice and Consumers (DG JUST) of the European Commission

Selection reference: JUST/COM/2025/1792

Domain: Law

Where: Unit in JUST.C.4 – „Democracy, Anti-Corruption, Union Citizenship and Free Movement“, Brussels

Staff category and Function Group: Temporary agent 2b – Assistant

Grade range: AST1-3

Publication deadline: 14.10.2025 – 12.00 (Brussels time)

WE ARE

The mission of the unit is to ensure that citizens of the Union are informed about and able to fully enjoy the rights they derive under the Treaty from their EU citizenship status, to promote democracy within the EU and to ensure the development of the EU's anti-corruption policy.

The unit is responsible for:

- Increasing democratic legitimacy of the Union and engagement of EU citizens in the democratic life of the Union; promoting democratic values in an enhanced digitalized environment. Safeguarding and promoting the electoral rights of mobile European citizens in local and European elections in the Member State where they reside including the exchange of best practices between Member States.
- Ensuring that EU citizens and their families can effectively exercise their fundamental EU right to freely move and reside within the EU by checking whether Member States are correctly applying EU rules, addressing complaints by individuals and providing guidance to national authorities;
- Ensuring the effective provision by the Member States' consular and diplomatic authorities to EU citizens in third countries where their own Member State is not represented and providing relevant information to citizens.
- Issuing an EU Citizenship report, setting out concrete actions to promote and develop EU citizenship further, in particular by lifting obstacles EU citizens encounter in the exercise of their EU rights, notably in cross-border situations.
- Developing the EU's anti-corruption policy, with a focus on both preventing and fighting corruption.

The unit is composed of around 35 people with a very good team spirit

WE PROPOSE

DG JUST C4 is seeking to hire an administrative assistant. The successful candidate will, in particular, but not exclusively:

(Selection reference DG JUST/COM/2025/1792)



- Assist both the Head of Unit, the Deputy Head of Unit and team leaders with the day-to-day management of the unit in order to ensure its smooth running.
- Give administrative support to the unit as a whole through a wide variety of tasks: organising meetings and events, preparing files, monitoring deadlines, drafting summaries and minutes of meetings, preparing notes and contributions (including on contractual and financial matters), organising missions, etc.
- Organise and oversee the handling of unit's functional mailboxes and ensure close follow-up of deadlines assigned to the unit.
- Support the Head of Unit in the preparation and coordination of meetings by organising the meetings, ensuring timely delivery of background documents, managing agenda conflicts, and providing overall logistical and planning support.
- Organise meetings of the unit with stakeholders and experts.
- Support briefing coordination.
- Assist in coordinating the handling of complaints.
- Provide support on correspondence and related tasks (including translations and deadline follow-up).
- Ensure proper filing and archiving of documents.
- Receive inter-service consultations for the unit, assign them accordingly, and ensure deadlines are respected.
- Ensure access to documents related to the activities of the unit.
- Draft, format, and ensure the quality of documents using EC working tools (Legiswrite, Eurolook), Excel and/or PowerPoint.
- As relevant, provide support regarding other tasks allowing the unit to deliver on its priorities.

WE LOOK FOR

We are looking for a committed, result-oriented and proactive team player with interest in dealing with EU citizenship rights. At least 1 year of experience in operational and administrative support role is desirable.

Candidates should be able to handle multiple tasks simultaneously with an ability to deliver on time. He/she will be dealing with requests from citizens, the organization of events and have hands-on experience of the administrative rules and procedures of the Commission.



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 just-citizenship@ec.europa.eu indicating the selection reference JUST/ COM/2025/1792 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 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.

➤ What about the selection steps?

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).



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 another 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) 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](#) 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 calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

The duration of the **1st contract will be of 1 to 4 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service, 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.