



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.



Policy Officer

Directorate-General - Health Emergency Preparedness and Response Authority (DG HERA) of the European Commission

Selection reference: HERA / COM/2025/1980

Domain*: health

Where: HERA.1, Policy and Coordination, Brussels

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

Grade range: AD5-7

Publication deadline: 31/10/2025 - 12.00 (Brussels time)

WE ARE

The European Health Emergency Preparedness and Response Authority (HERA) is the Directorate General of the European Commission responsible for preparedness and response to serious cross-border threats in the area of medical countermeasures (MCM), in particular by::

- strengthening health security coordination within the Union involving all relevant actors during preparedness and crisis response times and bringing together the EU Member States, industry and relevant stakeholders in a common effort;
- addressing vulnerabilities and strategic dependencies within the Union related to the development, production, procurement, stockpiling and distribution of medical countermeasures;
- contributing to reinforcing the global health emergency response architecture.

Under DG HERA's mandate the following tasks are exercised in close cooperation with the Member States:

- assessment of health threats and intelligence gathering relevant to medical countermeasures;
- promoting advanced research and development of medical countermeasures and related technologies;
- addressing market challenges and boosting the Union's open strategic autonomy in medical countermeasures production;
- swift procurement and distribution of medical countermeasures;
- increasing stockpiling capacity of medical countermeasures;
- strengthening knowledge and skills in preparedness and response related to medical countermeasures.

The main mission of Unit HERA.01 "Policy and Coordination" is to provide strategic advice to its Director-General, to ensure an efficient cooperation with the Commission services; smooth interinstitutional relations and to be the entry point for international cooperation with third countries. It is also responsible for coordinating relationships with stakeholders, including HERA Board, HERA Advisory Forum, Civil Society Forum and HERA like structures in Member States.



Finally, HERA01 coordinates the implementation of the medical counter measure strategy. The unit also assists senior management and operational units in the development, coordination and implementation of the DG's input into the Strategic planning and programming cycle

HERA's website: : https://ec.europa.eu/health/hera/overview_en

WE PROPOSE

We offer a stimulating post as a policy officer in a coordination unit. The chosen person would be working on (i) the implementation of the medical counter measure strategy and (ii) be part of the core group leading on the MFF negotiations for UCPM/HER and the Competitiveness Fund. In particular, tasks may involve:

- the monitoring and tracking of projects within the DG (e.g. Therapeutics Hub, blueprints for disinformation; mobile labs etc)
- the coordination with other commission services in context of an Inter Service Group, as well as preparation and follow up to ISG meetings.
- presentation to stakeholder fora (both EU and internationally), examples include the HERA board, the Civil Society Forum, private sector, think tanks etc
- Contributing to briefings and speeches for Commissioner and DG.
- Preparation of arguments/input to the trilogues related to the MFF, in particular the UCPM/HER and the COMP funds. This includes financial forecasting and simulation exercises.

Engagement and coordination with different units, services and stakeholders will be an important element of daily work.

WE LOOK FOR

We are looking for a dynamic and responsible person with strong motivation and interest in strengthening health security coordination within the Union, focusing in particular on elements related to medical counter measures. The successful candidate should have experience in coordination work and inter-institutional work. He/She should have experience working in the health emergency policy field and a good understanding of medical counter measures market dynamics. Previous experience in the MFF and coordination work with Member States and within the Commission would be an asset. The successful candidate should have skills allowing efficient interaction with a wide variety of internal and external actors, and skills in efficient contribution to briefings and work plans. We are looking for a team player with a pro-active, hands-on approach to work and very good analytical and drafting skills. The successful candidate should be flexible as regards the assignment of concrete tasks and should have an excellent command of English. Finally, HERA being a DG that ensures preparedness and response to Health crisis, the colleague recruited will have to show flexibility both in tasks and working hours. Some atypical working hours (evening, weekend) may be requested.



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 Daphne.VON-BUXHOEVEDEN@ec.europa.eu, HERA-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference HERA / COM/2025/1980 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 education which corresponds to completed university studies of at least 3 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. 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?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

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).



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 AD.**

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.