



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 Communications Networks, Content and Technology (DG CNECT) of the European Commission

Selection reference: CNECT/COM/2025/2356

Domain: Digital decade and connectivity

Where: Unit CNECT.B.2 - "Digital Decade Coordination", Brussels

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

Grade range: AST1-3

Publication deadline: 17.11.2025 - 12.00 (Brussels time)

WE ARE

DG CNECT champions the digital transformation of Europe's economy and society. We develop and implement policies that strengthen the internal market, prepare Europe for the digital age and ensure its technological sovereignty. We prioritize collaboration both within CNECT and across the European Commission, and we work closely with businesses, academia, public organizations, stakeholders and citizens.

Our unit CNECT.B.2 'Digital Decade Coordination' plays a central coordination role in ensuring that the 2030 vision on digital transformation as outlined in the Digital Decade Policy Programme becomes a reality. We oversee all aspects of digital policy, collaborating with Member States and stakeholders to implement the Programme and achieve its political objectives: competitiveness, resilience, sovereignty and a human-centered digital environment. We also work towards specific EU-wide targets for connectivity, digital skills, digital businesses, and digital public services.

Our responsibilities include:

- Maintaining the Programme's governance structure, including the Digital Decade Board (expert group) and the Digital Decade Committee (comitology committee).
- Preparing the annual State of the Digital Decade Report, which assesses Europe's digital progress and provides recommendations to Member States. This report uses data from the Digital Economy and Society Index (DESI) and information on national digital policies to track progress at both EU and Member State levels.
- Coordinating the digital aspects of the Next Generation EU/Recovery and Resilience Facility and the European Semester, including tracking Member State digital investments and proposing digital-related country-specific recommendations.

We maintain close contact with national authorities, facilitating the sharing of best practices



among them and with key digital stakeholders at EU and Member State levels. We embrace innovative digital tools, using a Microsoft Teams-based platform for communication and collaboration with Member States and exploring the use of Artificial Intelligence to enhance our work.

Our dedicated team of around 20 colleagues from diverse backgrounds often works in cross-unit project teams to delve deeply into various aspects of digital policy, combining expertise from both EU and Member State levels.

WE PROPOSE

We offer a rewarding position for an experienced Administrative Assistant. This role provides an exceptional opportunity to work in a dynamic environment where you will manage diverse responsibilities spanning human resources, administrative, planning, and financial tasks. You will also support the Head of Unit to ensure the unit's business continuity.

You can count on guidance and support from the Head of Unit and Deputy, as well as a collaborative and friendly team. We are dedicated to what we do and value professionalism, but we are also flexible, enjoy the social side of working together and like to celebrate special occasions and their achievements.

WE LOOK FOR

We are looking for a committed, well-organized and dynamic colleague with a high sense of responsibility, excellent planning, organizational and communication skills. He/she should be pragmatic with an ability to prioritize work appropriately. He/she should have a strong team spirit and be able to work autonomously, in a pro-active and rigorous way, with a deep sense of discretion and high ethical standards. The position requires an ability to deal efficiently with multiple tasks, to be able to work under pressure and respond quickly to numerous deadlines.

In addition to experience and sound knowledge of the Commission's administrative procedures we are looking for a colleague who is capable of taking initiatives and who has excellent organisational and communication skills. The successful candidate should convincingly demonstrate his/her versatility and resilience and bring a solutions-oriented and positive attitude to his/her diverse responsibilities.

More generally, we are looking for a colleague who has a pronounced sense of responsibility and initiative and a strong commitment to maintaining high standards of service and business continuity. The candidate should have a very good command of English as well as good drafting skills in English.

We also appreciate the following:

- Sound knowledge of the main EC corporate applications, in particular SYSPER, Decide, MIPS+.
- Excellent knowledge of the internal procedures and rules in the Commission.
- Previous experience working with recruitments.
- Ability to work as Unit Mission Entity Officer.



- Understanding of the inter-institutional decision-making process is an asset.
- Good communication skills: written and spoken fluency in English is necessary. Knowledge of any other languages is an asset.
- Strong sense of initiative combined with reliability and responsibility.
- Ability to anticipate problems and propose solutions quickly.
- High ethical standards and sensitivity to the need for discretion and diplomacy.

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 Eric.PETERS@ec.europa.eu indicating the selection reference CNECT/COM/2025/2356 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.

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).



➤ **What about the selection steps?**

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.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

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 groups 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 up 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.