



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.

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 Support Agent DG Employment, Social Affairs and Inclusion European Commission

Job title*: Administrative Support Agent

Domain:** EMPLOI (UE / national / regional)

Where: Unit E2, Labour Mobility and International Affairs – Social Security Coordination, Brussels

Function Group: FG II

Contract Type: 3b

Express your interest until: 03.12.2025 - 12.00 (noon, Brussels time)

WE ARE

Our Unit is part of DG Employment, Social Affairs and Inclusion (EMPL), which is entrusted with initiatives that contribute to the achievement of a highly competitive social market economy in the European Union, such as creating more and better jobs, promoting skills and entrepreneurship, improving the functioning of the labor markets, confronting poverty and social exclusion, modernizing social protection systems including pensions, health and long-term care, facilitating the free movement of workers, promoting workers' rights, health and safety at work, and protecting against discrimination in the workplace, as well as the rights of persons with disabilities.

The policy and legislative initiatives in our DG are supported by the European Social Fund (ESF+), the Social Climate Fund, the European Globalization Adjustment Fund (EGF), the social investments and skills window of InvestEU, the Digital Europe Program and the Connecting Europe Facility.

Our unit is part of Directorate E, which is responsible for advancing and supporting high quality labor mobility within the EU by promoting free movement of workers and citizens, reducing barriers to cross-border labor mobility and by facilitating the EU legal framework on the coordination of social security systems. Directorate E also coordinates the upcoming Fair Labor Mobility Package, leads the strengthening of the European Labor Authority, and the digital European Social Security PASS (ESSPASS) initiative. It is also responsible for the promotion of the external dimension of DG EMPL policies, including the social security coordination field.

The mission of our unit is to contribute to the good functioning of the European labor market, by protecting the social security rights of citizens moving within Europe. Thus, the main purpose of our work is to ensure that EU rules on social security coordination are fit for purpose, that they are correctly applied, and to make access for mobile citizens to their social security rights easier. The digitalization of social security coordination procedures, between institutions, or between citizens and their institutions, is another important objective. Unit E2 is the owner of the Electronic Exchange of Social Security Information system (EESSI), and of the digital ESSPASS initiative.

To achieve its objectives, the unit pursues the following main activities: To develop, present and negotiate legislative proposals to continue the process of modernizing and updating the legislative framework, to monitor the correct application of EU law in the field, in particular by investigating complaints and questions introduced by individuals, the European Parliament and other stakeholders, and take, where appropriate, the necessary actions, to ensure, in close cooperation with the IT strategy and solutions unit and Member States, the proper introduction of the Electronic Exchange of Social Security Information (EESSI) system in relation to the business and legal aspects of the solution, to develop and implement the ESSPASS legislative initiative which is about the digitalization of the interactions between mobile EU



citizens and their social security institutions, and to coordinate its implementation in the Member States and at EU level.

WE PROPOSE

A position of Administrative support agent in a dynamic and friendly atmosphere. The successful candidate will provide general administrative and logistic support for the planning, preparation and organisation of the meetings linked to the social security coordination governance bodies using AGM (Advanced Gateway to Meetings) Portal. He/she will have contacts with delegates from Member States, answer their requests, assist them with documents/information. The job holder will assist with written procedures, publication to the Official Journal of the EU, monitor and process delegations' replies. The tasks also entail providing support to the financing assistant for initiating financial files linked to the meetings and other financial files of the unit as well as the backup to the unit secretariat. The working language in the unit is English and occasionally French.

WE LOOK FOR

The Unit in charge of the co-ordination of social security schemes is looking for a new colleague to join a very dynamic team of 23 colleagues.

The ideal candidate should be an excellent team player with a good sense of initiative and responsibility. He/she should be reliable, proactive, thorough and well organised and should assure quality and accuracy in performing a diversity of tasks without constant supervision. A very good knowledge of administrative procedures of the Commission, including IT-based tools (ARES, DECIDE, ePoetry...) is a big advantage. Knowledge of AGM would be an asset. A basic knowledge of the Commission financial management is desirable.

Linguistic skills: thorough knowledge of English and a satisfactory knowledge of French would be a major advantage.

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 benoit.abeloos@ec.europa.eu indicating the call for interest reference EC-2025-EMPL-237822 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 post-secondary education attested by a diploma OR
- (b) 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.

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.

➤ 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

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



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 II**. 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 years**. 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).

Contract agents recruited in Function Group II must successfully complete a 9-month probationary period.

⁴ Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this [address](#).



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.