



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 or move between different policy areas in 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 Officer

in DG HERA of the European Commission

Job title*: Policy officer

Domain:** Health

Where: HERA.4, Emergency Office

Function Group: FG IV

Contract Type: 3b

Express your interest until: 21.11.2025 - 12.00 (noon, 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.

The HERA shall be responsible for the following tasks which shall be 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.



HERA.04 “Emergency Office” is in charge of management of Health crisis. HERA’s Emergency Office has been established to ensure that HERA can provide a fast, efficient and effective EU coordinated response to cross-border health emergencies, by ensuring the provision of key medical countermeasures throughout the European Union, bringing together the EU, Member states, Industry and relevant stakeholders. The Emergency Office’s main purpose is to respond and proactively prepare for response to Emergencies as defined by the draft council regulation on “An Emergency framework for public health emergencies” which is a framework of measures for ensuring the supply of crisis-relevant medical countermeasures in the event of a public health emergency. The Emergency Office will also be ready and prepared to respond to events that do not necessarily meet the formal threshold of a “public health emergency”, but nevertheless requires an intervention by HERA, to support member states in accessing the necessary medical countermeasures. The emergency office will also be responsible for identifying Lessons learned, for reporting, including producing the final emergency report and for HERA.

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

WE PROPOSE

We propose a policy officer position for a highly motivated colleague in the “Emergency Office” within DG HERA (Unit 04). This role will focus on addressing chemical, biological, radiological, and nuclear (CBRN) threats, alongside challenges stemming from armed conflicts.

The appointed officer will play a crucial role in developing and implementing EU policies and activities in response to these threats with a focus in particular on civil military cooperation. Responsibilities include contributing to policy elaboration, drafting necessary procedures and guidelines, and coordinating with various Directorates-General to ensure alignment with EU priorities.

The position requires maintaining a robust network with stakeholders such as other Commission services, EU agencies, Member States and NATO. The officer will also be involved in active policy implementation during crises, including health threat management and the preparation for future emergencies. This dynamic role entails significant engagement across institutional levels, potentially requiring participation in events outside regular working hours during crisis situations.

WE LOOK FOR

We look for a person who demonstrates a genuine interest and, ideally, possesses practical experience and extensive knowledge in one or more of the following areas: defence, civil-military cooperation, hybrid threats, and countering CBRN threats. This role requires experience interacting with defence ministries and NATO representatives. The ideal candidate should have the ability to think strategically, work proactively, prioritize political imperatives, and possess a good understanding of EU institutions.

The successful applicant will be adept at analysing and prioritizing tasks and collaborating effectively within diverse teams. Essential qualities include flexibility in both working hours and task assignments, resilience, and the capacity to manage multiple projects simultaneously. Strong



drafting, communication, and public speaking skills are necessary, along with the ability to produce high-quality written documents. The candidate should be proficient in participating in internal and international meetings and conferences on behalf of the Commission and conferences, and must be adaptable to changing responsibilities and eager to learn about various topics related to the role. A very good command of English is required.

The applicant must have a security clearance.

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 Anne Simon - Anne-Adele.SIMON@ec.europa.eu and HERA-HR-CORRESPONDENT@ec.europa.eu indicating the call for interest reference EC-2025-HERA.4- 499721 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 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.

➤ 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.

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



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).

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.