



## **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 work 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 Sweden<sup>1</sup>. 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](#)

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<sup>1</sup> Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



## **Policy Officer – Coordinator for Interinstitutional Relations in DG RTD – European Commission**

**Job title:** Policy Officer - Coordinator for inter-institutional Relations

**Domain:** Science and Research

**Where:** RTD.01 - Coordination & Interinstitutional relations, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 05.12.2025 - 12.00 (noon, Brussels time)

### **WE ARE**

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Unit 01, the coordination and inter-institutional relations unit, is leading the relations of DG Research and Innovation (RTD) with the Council, the European Parliament (EP), the Committee of the Regions and the European Economic and Social Committee. In liaison with Secretariat General and the other DGs of the Commission, the Unit ensures the coordination of the inter-institutional relations of DG RTD to facilitate the decision-making process and to foster coherence in the definition of European policies in the field of research and innovation. The unit, reporting directly to the Director-General, acts on behalf of the Director-General as the main interface between the Cabinet and the DG, and keeps the Director-General and his Assistants continuously informed. We coordinate all the briefings for the Commissioner in charge of start-ups, research and innovation, and for the other members of the College. The unit also coordinates the programming of the DG's strategic priorities, enabling it to achieve its objectives in a timely manner. It coordinates the DG's contributions to the strategic planning and programming (SPP) cycle and the Commission Work Programme.

### **WE PROPOSE**

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A challenging and dynamic position as Policy Officer – Coordinator for inter-institutional relations.

The duties involve among others:

- Follow the relations with the EU institutions - in particular the European Parliament - on research and innovation matters, prepare and participate in the relevant meetings, working groups, committees and other circles.
- Keep track of discussions in the institutions on individual research and innovation legislative proposals or communications of the Commission, signal potential difficulties and/or divergent tendencies and assist in action to resolve the difficulty.
- Ensure that the positions adopted by the EU institutions are consistent with the



Commission position and institutionally correct.

- Maintain a network of contacts inside the Commission and in the other institutions, including with the interinstitutional units of other DGs.
- Allocate the requests coming to unit 01 from the other Institutions, the Secretariat-General (SG) and the Cabinet(s) on R&I matters to the relevant units, contribute to the reply where appropriate and ensure coherence and consistency of the replies.
- Ensure correct and timely delivery of policy-relevant inputs to the Cabinet and the RTD Senior Management in R&I matters and provide accurate information, analysis and advice.
- Ensure quality review of briefings prepared by DG R&I units as well as their consistency with the political objectives and cross-cutting priorities of the Commission and lines-to-take.
- Prepare and Coordinate briefings, speeches and speaking points for the Commissioner's or Senior Management's interventions in the EU Institutions and other meetings.
- Reply / co-ordinate replies to external requests for information relevant to the work of the unit, including correspondence from Member State Representatives, Members of Parliament (MEPs) and supervise replies to Parliamentary Questions.
- The position may also entail support to relations with the Council.
- Organise appropriate Commission representation in the meetings for items of relevance to DG Research and Innovation.

## **WE LOOK FOR**

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A dynamic, motivated and result-driven colleague with good knowledge and experience in EU policies and a strong interest in EU R&I policy. Experience in relations with the other EU Institutions, especially the European Parliament, is strongly recommended. A previous work experience in another EU Institution is a strong asset.

The candidate should be able to quickly adapt to new R&I related initiatives and policies, and should be used to work across Institutions and organisational boundaries, with a variety of stakeholders, including at political level.

They should have very good analytical, organisational, problem-solving, communication and drafting skills as well as be able to structure complex issues.

They should have the capacity to work autonomously on different issues/sensitive files, deliver quality work under tight deadlines and have a sense of initiative and flexibility.

She/He should have an excellent team spirit, and very good inter-personal skills.

A very good command of English (oral and written) is required.

## **HOW TO EXPRESS YOUR INTEREST?**

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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 [RTD-01-CA-APPLICATIONS@ec.europa.eu](mailto:RTD-01-CA-APPLICATIONS@ec.europa.eu) indicating the call for interest reference EC/2025/RTD/341461 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 EU<sup>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>2</sup> 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).

<sup>3</sup> 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>).



### ➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database<sup>4</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best 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 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).

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



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.