



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.



HRM Assistant – HR Specialist

Directorate-General for Digital Services CERT-EU of the European Commission

Selection reference: DIGIT/COM/2025/2531

Domain: Human Resources Management

Where: DIGIT CERT-EU, Brussels

Staff category and Function Group: Temporary agent 2b/2d – Assistant

Grade range: AST1-3

Publication deadline: 28.11.2025 - 12.00 (Brussels time)

WE ARE

DIGIT is the Directorate-General for Digital Services whose aim is to deliver digital services to enable EU policies and to support the Commission's internal administration. CERT-EU is the Cybersecurity Service for the European Union institutions, bodies, offices and agencies (Union entities). CERT-EU is administratively attached to DIGIT.

Established in 2011 to shore up the ICT security for the Union entities, we have been steadily expanding our IT security operations over the years and currently serve over 90 such entities spread across the Continent and beyond. From our base in Brussels, we work with a range of peers, partners and researchers from all over the world to ensure we maintain our technological edge and have access to the best-in-class expertise.

WE PROPOSE

CERT-EU is looking to hire a truly motivated Human Resources Management Assistant-HR Specialist. This is a highly challenging and empowering job which provides many opportunities for one's competencies to shine in a very friendly, supportive, human and professional environment. The selected candidate will manage the recruitment process within the CERT-EU Directorate of the contractual agents, temporary agents, officials, seconded national experts, secondments, trainees and interims in close collaboration with DG HR and DIGIT's Business Correspondent.

The job holder will oversee the entire candidate selection process: from research and selection to interview and administrative follow-up. Ensuring the compliance of all HR related activities with all applicable regulations and rules. Assisting in the organisation of the annual CERT-EU conference (+/- 500 attendees). Providing administrative support when needed in coordination with the Secretariat and Management Support's office manager.

The position will consist of the following, amongst other tasks:

- Organising the recruitment of contractual agents, temporary agents and officials: research and selection of candidates, invitation to the interviews, preparation of documents (job



description/vacancies, evaluation grid, cv, publication of vacancy communications internally and externally), requesting recruitment via Ares to AMC.

- Ensuring the efficiency and compliance of all HR related processes with workforce planning activities, actively executing part of them, drafting and publishing of vacancy notices using a variety of sourcing channels; coordinating selection processes for staff, seconded national experts, trainees and interims.
- Contributing to and supporting the senior and middle management of CERT-EU in the development and implementation of HR initiatives, systems and processes.
- Engaging with (BC) and (AMC) to discuss the allocation of budget and the designation of job numbers in close coordination with the budget officer and office manager of CERT-EU.
- Coordinating the examination process for contractual agents for the CAST sessions, ensuring prompt updates and communication with management.
- When requested participating in both informal and formal interviews for contractual agents, diligently upholding all HR procedural standards to ensure compliance.
- Providing assistance to the senior and middle management of CERT-EU, in close coordination with the Directorate's office manager, in case of back-up by handling appointments, responding to general inquiries, preparing documents and files, incoming correspondence via Ares, follow-up and respect of deadlines.
- Providing assistance in case of back-up to prepare mission orders and expenses claims, book travel and accommodation, route planning and contact with the organisers (MIPS).

WE LOOK FOR

The selected candidate should also possess knowledge and experience in the following domains:

- Professional experience in human resources management, including the organisation and execution of recruitment processes for contractual agents, temporary agents, and officials — covering candidate research and selection, invitation to interviews, preparation of documentation and coordination of recruitment via the Commission document management system (Ares) to HR.
- Proven ability to ensure the efficiency, compliance, and alignment of HR processes with workforce planning activities, including drafting and publishing vacancy notices across multiple sourcing channels.
- Professional experience in implementing and overseeing onboarding processes for new hires and managing contract extensions for external and contractual staff.
- Demonstrated experience providing proactive assistance to staff on HR-related matters.
- Professional experience in workforce analysis and planning.
- Demonstrated ability to liaise with HR correspondents and HR regarding budget allocation and job number designation, in close coordination with the Directorate's budget officer and office manager.
- Proven track record of disseminating HR-related information across teams, ensuring that Heads of Sector, Team Leaders, and their staff have timely access to the latest human resources policies, procedures, and updates via internal awareness platforms.
- Professional experience in coordinating the examination process for contractual agents within CAST sessions and participating in both informal and formal interviews for contractual agents, ensuring adherence to HR standards.



- Proven ability to support travel and mission-related logistics, including preparing mission orders, verifying expenses, booking travel and accommodation (MIPS).
- Experience assisting with local security matters and managing EU Classified Information (EUCI), including maintaining functional mailboxes and registries for EU Confidential and EU Secret documents.
- Demonstrated ability to continuously improve HR processes, including participation in HR information sessions organised by DG HR and effectively relaying updates to management to support informed strategic decision-making.

The candidate should also demonstrate the following skills:

- High level of customer-orientation and willingness to remain aware of customers' needs.
- Strong analytical, critical thinking and problem-solving skills including the ability to deal with a large amount of information in a limited time.
- Awareness about cybersecurity related topics.
- Excellent communication skills in English and French, both orally and in writing.
- High degree of commitment and flexibility, with the ability to adapt to changing priorities and navigate complex organisational structures in an international setting.
- A focus on constant learning and improving technical and personal skillsets.
- Ability to maintain attention to detail and accuracy, even under tight deadlines.
- Ability to establish and maintain effective working relationships with stakeholders across sectors/teams, leveraging communication skills to align project objectives with organisational strategy and goals.

To make your application stand out, please consider that the ideal candidate will possess some, or all, of the following:

- At least 3 years of hands-on professional experience in human resources management within a high-paced, service-oriented, operational cybersecurity environment, preferably within a European institution, agency, office, or body and at least 2 years of experience providing high-level administrative support in a fast-paced international environment, working with senior leadership and coordinating across multiple departments.
- Demonstrated success in end-to-end recruitment and workforce planning is essential, including a proven ability to attract, select, and retain scarce cybersecurity talent.
- Professional experience in providing operational and administrative support and resources to senior and middle management, including managing appointments, correspondence (via Ares), document preparation, and deadline follow-up in coordination with the Directorate's office manager.
- Professional experience in event organisation and logistics, including assisting in the planning and execution of large-scale events.
- Ability to assist in the coordination of various internal events, including team-building activities, workshops, and meetings.
- Experience in a recognised training such as SysAdmin, Audit, Network, and Security (SANS), covering security principles, authentication systems, social engineering, networking basics with protocols etc.



- Demonstrated commitment to continuous professional development in cybersecurity (understanding of cybersecurity services, concepts and terminology, including familiarity with the Traffic Light Protocol (TLP) and associated information-sharing rules).

The candidate must hold a security clearance at EU SECRET level or be in a position to be security cleared.



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 secretariat@cert.europa.eu indicating the selection reference **DIGIT/COM/2025/2531** 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.

➤ What about the selection steps?

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).



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.

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. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ 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)/2(d) 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.