



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 Agent

Directorate-General DG Trade and Economic Security (DG TRADE) of the European Commission

Selection reference: TRADE/COM/2025/2344

Domain: Support Staff

Where: Unit TRADE.R.1 – “Interinstitutional Relations and Policy Coordination”, Brussels

Staff category and Function Group: Temporary agent 2b – Administrative agent

Grade range: AST/SC1-2

Publication deadline: 27.11.2025 - 12.00 (Brussels time)

WE ARE

DG Trade and Economic Security is responsible for leading the EU's common commercial trade policy, one of the European Union's exclusive competences. Trade policy plays a critical role in enhancing the EU's economic competitiveness, shaping globalisation, and defending the EU from unfair trade practices and threats to its economic security.

The unit TRADE.R.1 assists the DG in achieving its trade policy goals through effective, consistent and transparent relations with the other EU institutions, notably the Council and the European Parliament. In particular, the Unit is the DG's interface for relations with the Council's Trade Policy Committee and the Member States and assists in the handling of trade-related issues in COREPER and the Foreign Affairs Council (Trade formation).

The unit coordinates DG Trade's contribution in the trade related work of the European Parliament, notably in Plenary and the International Trade Committee and coordinates replies to parliamentary resolutions, written questions and letters. The unit assists in the relations with the European Economic and Social Committee, the Committee of the Regions, the European Ombudsman, and National Parliaments and assists the DG throughout the internal (legislative) decision-making procedures and represents the DG at the preparatory meetings of the Commission's Groupe de Relations Interinstitutionnelles (GRI) and External Relations (EXCO).

WE PROPOSE

Unit R.1 of DG TRADE is seeking to hire one Administrative Support Agent

The position will consist of administrative support to the Unit on COREPER coordination, Working Party on Trade Questions and back-up of the EXCO-GRI coordinator.



OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Assist in the handling of Ombudsman cases, and petitions.
- Coordinate all practical aspects of inter-institutional relations, with Council, preparing weekly coordination for COREPER.
- Coordinate all practical aspects for the participation of DG TRADE at the Working Party on Trade Questions.

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Occasional back-up for other assistants within the unit.
- Archive correspondence and other records.
- Prepare documents for transmission to COREPER, TPC and INTA.

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Answer queries from colleagues regarding developments in other EU Institutions regarding trade files, including on next steps.
- Back-up role within the secretariat and in relation to missions, preparation of notes and signataires.
- Coordinate and follow up briefing requests through BASIS.

WE LOOK FOR

We are looking for a dynamic team-player with a good sense of initiative. The successful candidate will be organised and punctual, with an eye for detail and the capacity to set and adjust priorities. She/he must be used to working to sometimes tight deadlines and will have to make herself/himself familiar with administrative procedures and practices within the Commission, including document management and the use of ARES. You will be service-oriented with good people/communication skills, given that this work involves close collaboration with units across the DG, with the Secretariat General, and with the staff of the Council. You will be comfortable writing and speaking English and will have a good standard of spoken French. Familiarity with the working procedures within the Commission and with Council working groups would be an asset.

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 Els.LAMERS@ec.europa.eu indicating the selection reference **TRADE/COM/2025/2344** 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.

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 AD, AST or AST/SC.**

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 of 1 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.