



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.

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 coordinator

in Secretariat-General of the European Commission

Job title: Policy Coordinator

Domain: External relations

Where: Unit SG.F.3 – EEA, Switzerland, Andorra, Monaco and San Marino, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 1 December 2025 - 12.00 (noon, Brussels time)

WE ARE

As part of Directorate F (Western European Partners), Unit F.3 contributes to the coherence of the Union's policies as regards Western European countries, which are not members of the European Union. In particular, the Unit ensures the overall coordination at the level of the Commission for relations with the European Economic Area (Iceland, Liechtenstein and Norway), with Switzerland and with Andorra, Monaco and San Marino. As such, it plays a broad analytical, steering and coordinating role within the Commission for relations with each of these countries.

In that context, the Unit:

- coordinates the representation of the Commission in the Council Working Party on the European Free Trade Association (EFTA).
- coordinates and manages the implementation of the Agreement on the European Economic Area (EEA) and the Free Movement of Persons Agreement with Switzerland and represents the EU in joint bodies established by these Agreements.
- coordinates and leads the negotiations on framework agreements with the EEA EFTA States and on a set of bilateral agreements to update and deepen the relationship between the EU and Switzerland.
- coordinates and leads the negotiations on the Association Agreement with Andorra, Monaco and San Marino.
- coordinates bilateral relations with Andorra, Iceland, Liechtenstein, Monaco, Norway, San Marino, and Switzerland within the Commission.



Overall purpose

To coordinate the implementation of the Agreement on the European Economic Area (EEA Agreement). To coordinate the relations with the EEA EFTA States (Iceland, Liechtenstein and Norway) within the Commission. Provide high-level policy, legal and inter-institutional/procedural advice to the Unit, Directorate and Commission services in the implementation of the EEA Agreement and relations with the EEA EFTA States.

WE PROPOSE

Unit SG.F.3 of the Secretariat-General is seeking to hire one Policy coordinator.

We are looking for a motivated colleague to join our team. All profiles are welcome to apply. We are offering an interesting, multifaceted and challenging position in a quick-paced work environment as we look for someone to reinforce the policy team of our Unit working on the implementation of the EEA Agreement and on the relations with the EEA EFTA States (Iceland, Liechtenstein, and Norway). The colleague will work in particular on relations with Norway in its different dimensions, as well as on horizontal issues relevant for relations with Western European partners.

The successful candidate will contribute to strategy, planning, coordination and drafting of input to the implementation and application of the EEA Agreement. The job entails continuous contacts with other DGs of the Commission, with the European External Action Service, with the EFTA Secretariat and with the EEA EFTA States. In addition to these specific tasks, the position involves overall coordination of briefings in the unit. The ability to work with such diverse interlocutors, teamwork, and the capacity to adapt to new circumstances and work within tight deadlines are essential. While normal working hours will generally apply, the work might entail a heavier workload in peak periods. The work of the Unit is covered by strict confidentiality requirements. We encourage applicants from diverse backgrounds to apply.

WE LOOK FOR

We look for an experienced, strongly committed, proactive, service- and results-oriented Policy coordinator with a particular expertise in:

- Policy areas covered by the EEA Agreement and the relations with the EEA EFTA States (Iceland, Liechtenstein, and Norway), in particular the internal market or internal market-related policies and relations with Norway or other Western European partners.
- The steering and coordination of policies and briefing materials; and/or
- The steering and coordination of negotiations and implementation of agreements.

The successful candidate should be a strong team player and possess:



Personal qualities and communication skills:

- Excellent analytical capacity, sound judgement and strong problem-solving attitude, ability to quickly understand and analyse (sometimes technical) issues arising from new policy areas.
- High commitment to quality, timeliness and accuracy.
- Solid negotiation skills.
- Developed political sensitivity to deal with highly sensitive and strategic issues.
- Ability to build solid working relationships with colleagues in the relevant Commission services, and to communicate clearly and constructively including with middle and senior management.
- Capacity to identify strategies, set priorities, and deliver within very short deadlines.
- Capacity to work under pressure and resilience to cope with high workload periods.
- Strong interpersonal skills, including the ability to effectively collaborate and communicate with diverse individuals, while maintaining composure and courtesy under pressure.

Specialist skills:

- Experience in at least two (2) of the policy areas covered by the EEA Agreement.
- Comprehensive understanding of international agreements between the EU and third countries, and related procedures.
- Deep understanding of the political context of the EEA Agreement and the relations between the Union and the EEA EFTA States (Iceland, Liechtenstein, Norway).
- Proven experience in working across a large number of policy areas or on cross-cutting issues.
- Experience in inter-institutional relations.
- Experience in the management and drafting of briefings.
- Solid experience in legal analysis and drafting.

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 SG-F3-VACANCY@ec.europa.eu indicating the call for interest reference EC-2025-SG-497100 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.

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>).



➤ **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 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.