



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 (SC1/SC6)

Directorate-General Research & Innovation (DG RTD) of the European Commission

Selection reference: RTD/COM/2025/2529

Domain: Science and Research

Where: RTD.A.3 European Innovation Council, Brussels

Staff category and Function Group: Temporary agent 2d - Administrative agent

Grade: SC1-2

Publication deadline: 17.12.2025 - 12.00 (Brussels time)

WE ARE

Directorate A “ERA & Innovation” reinforces at crosscutting level the engagement with citizens & society, with academic and research organisations and infrastructures, and with startups, SMEs and innovative ecosystems. The Directorate develops policy to shape a globally competitive and excellent EU research and innovation system that is open, performant and cohesive and that is conducive to transformative and systemic innovation for a sustainable future. It helps ensure that researchers, knowledge and technology circulate freely within a revitalised and reinforced European Research Area, which generates investment, national reforms and EU policies to create critical mass within a coherent R&I policy framework.

'We are devoted to making Europe the most attractive place for the best science and the most value adding innovation, for the benefit of all in Europe'.

Unit RTD.A.3 steers the strategy for **the European Innovation Council (EIC)** part of Horizon Europe, and oversees implementation of EIC activities, coordinating the preparation of the **EIC Work Programme**, providing the **secretariat and support to the EIC Board**, including the President of the EIC Board, and overseeing the **EIC Fund for making direct investments in innovative startups and SMEs**. The unit operates in the context of the new European Innovation Agenda, the European Research Area (ERA) and in synergy with digital, SMEs and industrial policy.

The unit is responsible for the **overall governance structures for Pillar 3 of Horizon Europe**, including the Programme Committee for the EIC and EIE parts, the Horizon Europe Directors Group for Pillar 3, and fostering synergies between the EIC, European Innovation Ecosystems (EIE) and the European Institute of Innovation and Technology (EIT), and between Pillar 3 and other parts of Horizon Europe and other EU Programmes.

The unit works in close cooperation with DGs EAC, GROW, CNECT, SG. The Unit acts as a mirror unit to oversee and coordinate the work of EISMEA for the preparation and implementation of EIC Activities.



WE PROPOSE

We propose a challenging and rewarding position as Unit Secretary in the dynamic and stimulating “ERA & Innovation” Directorate A.

The main task will be to perform administrative, operational and secretarial tasks in support to the Head of Unit mainly and to the policy officers' team. The selected candidate will act as the back-up of the administrative assistant to the President of the board of the European Innovation Council.

Responsibilities will include:

- daily secretarial assistance to the Head of Unit (calendar invitations, meetings, etc)
- monitoring of workflow and deadlines,
- registration of incoming and outgoing mail (ARES),
- processing of briefings (BASIS),
- support to the organisation of missions (MIPS+),
- assistance with human resources matters (SYSPER: time management, vacancies publications)
- other general secretarial tasks related to the various activities of the teams.

A specific task will be to support logistical organisation and institutional procedures related to the secretariat of the EIC & EIE Programme Committee (hybrid, in presence in Brussels or remote formats alike).

WE LOOK FOR

We look for a dynamic, well-organised, and committed colleague with a minimum of three years of professional experience at the European Commission in the domain.

The successful candidate will be a motivated team player and a service-minded professional familiar with the Commission's administrative rules and procedures, as well as those IT tools used in a secretariat (Ares, Basis, MIPS+, AGM, etc.) and experience in the administrative and logistical support to the organisation of meetings (Webdor, CARES, MIRA). The knowledge in Comitology and Award Decisions (DECIDE, Regcom, CIRCABC) would be an asset.

A sense of responsibility, proactivity, team spirit and service-mindedness are essential.

The main language of the unit is English. Capacity to communicate in other official languages of the European Union is 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 RTD-A3-CA-APPLICATIONS@ec.europa.eu indicating the selection reference **RTD/COM/2025/2529** 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 in the European Commission and in the logistical organisation of meetings.

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.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

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 (French).

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(d) 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 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.