



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. 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](#)



Administrative Assistant

in DG RTD – European Commission

Job title: Administrative Assistant

Domain: Science and Research

Where: Unit A.2 – European Research Area (ERA), Spreading Excellence and Research Careers, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 12.01.2026 - 12.00 (noon, Brussels time)

WE ARE

Unit RTD.A2 – ERA, Spreading Excellence and Research Careers, is responsible for the design and implementation of the ERA policy agenda in order to deliver on the four objectives of the new ERA: prioritising investments and reforms, improving access to excellence, translating Research & Innovation (R&I) results into the economy and deepening the ERA, including through the upcoming ERA ACT. For that purpose, it coordinates the ERA governance (the ERA Forum, ERAC and the ERA Monitoring Mechanism) and the work of different colleagues in RTD. In addition, the unit develops a policy and relevant tools for attracting and retaining research talents and careers under the Choose Europe for Science initiative, also by empowering higher education institutions. The unit is also responsible for promoting the Spreading of Excellence and preparing the work programme on “Widening participation and strengthening the European Research Area” (WIDERA), overseeing its implementation.

The objective is to bring together the actors (Commission, Member States, stakeholders and associated countries) and policies that contribute to establishing a single market for knowledge, allowing for the free flow of researchers, data and ideas, encouraging national investments and addressing the R&I disparities among EU countries.

The unit is organised in three teams covering ERA governance, research careers and spreading excellence (widening).

WE PROPOSE

Unit RTD.A2 – ERA, Spreading Excellence and Research Careers is seeking to hire an administrative assistant for the “Widening participation and strengthening the European Research Area” work programme, as well as other administrative support to the function of the unit, an interesting and challenging position with the following main tasks:

- Contribute to the preparation of the Horizon Europe work programme “Widening participation and strengthening the European Research Area” and the related processes and



programme committee meetings.

- Coordinate the preparation, management, planning, follow up and update of documents for the functioning of the HE Programme Committee WIDERA
- Coordinate the planning, preparation and follow up of the Horizon Europe WIDERA National Contact Points' meetings
- Assist and follow up of Programme Committee/ National Contact Points meetings, activities and deadlines.
- Collaborate with colleagues for the follow up of the procedures linked to comitology and update of information/documents in the Comitology register.
- Prepare and launch the procedures by delegation/written consultations to the members of the Programme Committee.
- Assist the unit in the coordination of planning procedures and respect of priorities and deadlines.
- Assist members of the unit on general administrative procedures and processes, as well as Commission's IT tools.
- Prepare and coordinate the work of the unit and ensure the provision of smooth services to the staff.
- Assist that incoming messages and documents are attributed and followed up and that deadlines are respected.
- Back-up for other assistants in the unit, including the Finance and Contracts Assistant.

WE LOOK FOR

We are looking for a motivated, versatile and dynamic colleague with expertise in work programme preparation and comitology. The selected candidate should have a high level of autonomy and proactivity, with an eye for detail, keeping a balanced interaction with the colleagues and the hierarchy. The candidate should also have a service-oriented attitude and a problem-solving mindset. You should be able to:

- communicate in a clear and structured way, both orally and in writing, in particular in English;
- familiarise yourself quickly with the relevant IT applications and procedures necessary for the task related to the work programmes, programme committees, comitology procedures;
- pay attention to detail while keeping the overall picture;
- work effectively with colleagues across the organisation and at all levels;
- be well organised, setting priorities and managing deadlines efficiently;
- demonstrate sound judgement and an ability to identify potential issues and to propose solutions.

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 RTD-A2-CA-APPLICATIONS@ec.europa.eu indicating the call for interest reference **EC/2025/RTD/500689** 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 post-secondary education attested by a diploma OR
- (b) 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ 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).

² 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 database³ 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 III**. 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 of 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).

³ Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this [address](#).



Contract agents recruited in Function Group III 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.