



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 Officer

Directorate-General for Energy (DG ENER) of the European Commission Directorate-General

Selection reference: ENER/COM/2025/TA2a/506591

Domain: Human Resources and Budget and Finances

Where: Unit ENER.01 - HR Business Correspondent & Internal Communication, Brussels

Staff category and Function Group: Temporary agent 2a – Administrator

Grade range: AD5-7

Publication deadline: 23/12/2025 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Energy is working to foster a competitive European economy, ensure energy security and accelerate Europe's clean and just energy transition to be the first climate-neutral continent by 2050. We set out policies to develop an innovative, resilient and integrated energy system, which delivers a continuous supply of affordable, secure, reliable and clean energy to its citizens and businesses in line with the President's Political Guidelines. Energy stands at the core of the Clean Industrial Deal, a crucial component in achieving a competitive, sustainable, low-carbon economy and affordable energy through the transition to renewable energy sources, security of supply, energy efficiency, and the adoption of clean technologies. We strive to bring down energy costs and prices for consumers and remove barriers for energy transition and stimulate energy solutions that drive the shift to affordability and climate neutrality.

Unit ENER.01 - HR Correspondent and Internal Communication - is in charge of providing HR and internal communication services to DG ENER. More specifically, the unit's activities are:

- Ensuring liaison with DG HR on strategic human resource and internal communications matters;
- Defining an HR strategy aligned to business goals and workforce needs;
- Supporting change through the design and implementation of new organisational structures;
- Identifying learning needs;
- Promoting local well-being, talent management and diversity initiatives;
- Ensuring internal communication and staff engagement;
- Defining an allocation strategy for Global envelope appropriations aligned to business goals and workforce needs;
- Supervising and coordinating all horizontal files to be submitted to the DG Office - HR + Shared Resource Directorate.



This is a transardennaise unit with staff based in Brussels and Luxembourg. The unit is specifically in charge of relations with DG HR and with DG BUDG. The unit has a total of 10 staff who work closely together on HR and Internal Communication.

WE PROPOSE

We are seeking a highly motivated Human Resources Officer to join a strategic HR function operating at the intersection of workforce planning, organisational design, post management and advanced analytics.

The jobholder will contribute to ensuring that institutional priorities are matched with the right human resources at the right time, including under volatile conditions such as crises, restructurings or urgent operational shifts.

The successful candidate will, as part of a multi-disciplinary team:

- Oversee a transversal HR governance portfolio covering resource allocation, post optimisation, coordination of external staff appropriations, and the overall architecture of organisation charts.
- Coordinate complex, multi-stakeholder HR processes across Directorates-General and services, ensuring strategic alignment with political, operational and financial priorities.
- Lead critical institutional files requiring a high degree of discretion, sound judgement, accuracy and synchronisation between senior management levels.
- Drive HR analytics work, including the development of forecasting models, dashboards and strategic reporting to support evidence-based decision-making at corporate level.
- Manage and monitor HR budget envelopes, ensuring sound governance of multiple budget lines and full oversight of external staff-related expenditure.
- Contribute to the development, implementation and continuous improvement of corporate HR policies, guidelines and governance processes.
- Provide strategic advice to senior managers on workforce planning scenarios, organisational structures and resource deployment options.
- Represent the unit in inter-service consultations, steering groups and governance boards, fostering effective cooperation with internal and external partners.

The successful candidate will join a demanding yet collaborative working environment that offers exposure to high-level institutional decision-making, opportunities to work on files with significant corporate impact, and a strong emphasis on analytical and strategic work within the HR domain.

WE LOOK FOR

We are looking for a candidate with a multidisciplinary skillset combining hands-on HR experience, DG-level coordination, crisis management exposure, advanced analytical skills, and proven leadership in complex organisational environments.

She/he shall possess:

- Deep knowledge of HR processes, quota management, post allocation, and staffing coordination within EU institutions.



- Demonstrated experience coordinating teams, ensuring task prioritisation, and guaranteeing business continuity.
- Experience managing or supporting major reorganisations, task force setups, and structural reforms — ideally during periods of institutional or geopolitical crisis.
- Ability to support Senior Managers or senior decision-makers, preparing briefings, strategic HR files, and data-driven reports.
- Strong capacity to steer cross-service coordination involving multiple stakeholders.
- Proven experience overseeing complex HR budget portfolios, including the management of different budget lines and responsibility for the full external staff budget.

We will give preference to candidates that have the following expertise:

- At least 3 years of proven experience in HR management, resource planning, post management, management of budget and strategic reporting.
- Extensive experience with allocation of resources, establishment plan interpretation, and HR dashboards.
- Strong data analytics capacity, including complex datasets, data validation and forecasting.
- Excellent drafting skills for high-level briefings, reports and decision notes.
- Ability to design or support reorganisations, structural transitions and task force establishment.
- Proven capacity to manage HR processes during crisis situations requiring a rapid response, precision and discretion.
- Experience aligning resources with political and operational priorities.

ADDITIONAL ASSETS

- Experience directly supporting Senior managers, resource planning, and DG-wide coordination.
- Exposure to high-pressure political environments (e.g. Energy Crisis, Covid crisis) requiring rapid adaptation and crisis governance.
- Hands-on experience transforming temporary structures (task forces) into permanent organisational entities.
- Proven experience in data-informed analysis combined with strong negotiation skills developed through managing multi-stakeholder HR processes.
- Professional experience gained both inside and outside EU institutions, adding cross-sector versatility.



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 ENER-HR-CORRESPONDENT-BRU@ec.europa.eu indicating the selection reference ENER/COM/2025/TA2a/506591 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 education which corresponds to completed university studies of at least 3 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. 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?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

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).



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.

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(a) of the [Conditions of Employment of Other Servants](#), in function group AD.**

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 in principle 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.