



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.



Profile

Directorate-General for the Middle East, North Africa and the Gulf (DG MENA) of the European Commission

Publication COM/2025/2662 – MENA.B.1 – AST - job nr 499890 - DL 24/11 noon

Selection reference: MENA/COM/2025/2662

Domain: External Relations

Where: MENA B1 - „Lebanon, Syria, Jordan, Iraq and Iran“, Brussels

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

Grade range: AST1-3

Publication deadline: 22.01.2026 - 12.00 (Brussels time)

WE ARE

The Directorate-General for the Middle East, North Africa and the Gulf (DG MENA) was created to strengthen EU partnerships with the Mediterranean as well as the Gulf countries. DG MENA is the entry point of the Commission for all countries in these three regions and aims to develop strong partnerships with these countries based on mutual interest, to ensure common sustainable prosperity and resilience. To achieve this, it brings together different strands of work within the Commission and supports partner countries with the technical and financial instruments of the European Union. We work together with the European External Action Service and with line DGs in charge of thematic priorities within the Commission.

Within MENA, Directorate B is in charge of designing the Commission offer to the countries of the Middle East, in terms of EU policies, instruments and resources, contributing to the implementation of an overall EU Neighbourhood Policy (ENP) in this region. It contributes to developing the EU's special relationship with its neighbouring countries in the South, with a view to improving conditions for a sustainable economic, social and environmental development, promoting democracy, the rule of law, good governance and the respect of human rights, as well as assisting conflict prevention and crisis management.

MENA B1 is responsible for the bilateral relations with Iraq, Iran, Jordan, Lebanon and Syria. This encompasses a wide range of cooperation sectors, including economic and green development, people-to-people cooperation, as well as migration and mobility issues.



WE PROPOSE

MENA is seeking to hire a colleague to support the unit in the effective coordination of its activities in the countries of operations, including:

- i) Support in the preparation of the programming and implementation of EU actions. This includes coordinating and contributing to programme design and quality review, engaging with key stakeholders and monitoring implementation of programmes and following up on related horizontal reporting processes
- ii) Support to administrative functions in the unit;
- iii) Carry-out administrative duties making use of the corresponding Commission IT tools (ARES, BASIS, MIPS, SYSPER etc.) working in close collaboration with the other administrative assistants in the unit and in the Directorate;
- iv) Contribute to institutional coordination and communication work, including through the organisation of high level events

We are a friendly team and propose a varied and stimulating job carried out in cooperation with a wide range of partners inside/outside the EU. We propose a full set of learning and training opportunities targeted to the needs of the job.

WE LOOK FOR

We are looking for a highly motivated candidate with the following profile:

- - Relevant experience of at least 2 years;
- Ability to work in a fast pacing work environment;
- Proven ability to coordinate transversal work, ensuring timely delivery and high-quality outputs
- Good communications skills and ability to develop good working relations with colleagues and to engage with external partners
- Experience in organising high level events, organising communication campaigns and developing institutional networks
- Sense of responsibility and attention to detail
- Dynamic, adaptable, proactive and well-organised team player;
- Written and spoken fluency in English and French.
- Good computer skills and familiarity with the main software applications used for document handling and administrative



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 MENA-B@ec.europa.eu and indicating the selection reference MENA/COM/2025/2662 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 English
- AND a satisfactory knowledge (minimum level B2) of French

➤ 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 priority². 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/French 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.**

² 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.

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.