



## **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 Sweden<sup>1</sup>. 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](https://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](#)

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<sup>1</sup> Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



# Policy Officer

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

**Selection reference:** ENER/COM/2025/2741

**Domain\*:** Energy Policy

**Where:** Unit ENER F2- „Relations with the Member States and the Energy Community“, Brussels

**Staff category and Function Group:** Temporary agent 2b/d - TA 2c- Administrator

**Grade range:** AD5-7

**Publication deadline:** 23.1.2026, 12.00 (Brussels time)

### WE ARE

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As part of the [new] Directorate F “Energy Security and international Relations”, the unit ENER.F2 is responsible for managing relations with the Member States, the United Kingdom and the Energy Community. We work closely with Member States to help them achieve their energy policy goals, which align with the EU's energy policy of providing secure, sustainable, and affordable energy for Europe. To support this, we coordinate their efforts to meet their REPowerEU targets. The unit also plays a key role in implementing the Roadmap to phase out Russian energy imports. Through our network of country coordinators, we gather country specific information and coordinate, assess and monitor energy related work under the European Semester, national Recovery and Resilience Plans (including the REPowerEU chapter) and Cohesion Funds. We also contribute to the preparation and assessment of the Social Climate Plans. Our remit includes coordinating the Energy Community file within DG ENER and across the Commission, covering energy relations with the nine Contracting Parties (six Western Balkan countries, Ukraine, Moldova and Georgia). Additionally, we manage energy relations with the United Kingdom.

The work of the unit focuses on the following areas:

- Coordination of the implementation of the Roadmap to phase out Russian energy imports and responsible for the proposal for Regulation of REPowerEU to phase out Russian gas imports.
- Coordination in DG ENER of all energy-related aspects of the European Semester deliverables, i.e. drafting of the energy annex of the country reports, definition of the country specific recommendations related to energy.
- Providing in-depth Member States, Energy Community and UK country intelligence on energy policy-related issues, mainly through the country coordinators' network, all located in ENER.F2.
- Recovery and Resilience Plans (RRPs), including the REPowerEU chapters, by being responsible for the overall coordination of activities in ENER relating to the RRP: assessment of the plans and the payment requests, amendments proposed to the plans, and monitoring the implementation of the RRP- for the energy related measure.
- ENER.F2 is involved in the preparation and assessment of the Social Climate Plans (SCPs) and it will be involved in their implementation and monitoring. We are also involved in the discussions



with the Member States and missions to the Member States (alongside EMPL, CLIMA and MOVE).

- ENER.F2 is coordinating ENER's input to REGIO, including for the mid-term review of the operational programmes of the Cohesion Funds, ensuring the key energy policy priorities are well reflected.

- ENER.F2 is coordinating ENER's involvement in REFORM's Technical Support Instruments (TSIs), ensuring that ENER contributes to the identification of the key policy priorities, assesses the energy related requests, and follow the important energy TSI projects throughout the design and implementation phases.

- ENER.F.2 is responsible for the coordination of the Energy Community file in ENER and across the Commission. Focus of the work is on the implementation of the Electricity Integration Package, energy security in the region, as well as the 2030 Energy and Climate Agenda. The work also includes the coordination of bilateral energy relations with the three Eastern Partners (Ukraine, Moldova and Georgia), and with the Western Balkans six.

- The unit coordinates DG ENER's contribution to the enlargement process and negotiations of the EU candidates.

- ENER.F2 chairs the institutional representation on energy in the EU-UK Trade and Cooperation Agreement (TCA) and coordinates all TCA workstreams referred to energy.

## **WE PROPOSE**

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Unit ENER F2 is seeking to hire one Policy Administrator

The recruited person in the position will have the following tasks:

- Contribute to the work related with the Energy Community file, in particular related to legal and procedural matters.
- Support the preparation of Ministerial Council and Permanent High-Level Group meetings and decisions.
- Contribute to developing Commission proposals on EU legislation for the Energy Community, Union positions of the Council and other decisions, and coordinate sectorial network desks.
- Support preparation of and monitor the execution of Energy Community budget and work programme.
- Oversee energy policy issues, recommendations, and implementation in the Energy Community and its Contracting Parties focusing on energy security, affordability, and energy transition.
- Support and advise DG ENER units on policy implications for the Energy Community and its Contracting Parties.
- Provide input to EU bilateral and multilateral meetings under various frameworks with responsible countries.
- Maintain contacts with Contracting Party administrations, the Energy Community Secretariat, stakeholders, and Commission services.
- Represent Unit F2/ENER/Commission in various events and provide necessary input in related meetings.



## WE LOOK FOR

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We are looking for a proactive, committed and result-oriented colleague possessing the following competencies:

- Minimum 6 years of experience in EU energy policy and external relations.
- In-depth knowledge of EU energy acquis.
- Experience of work related to the Energy Community Treaty, including procedural and legal aspects of its implementation.
- Experience in drafting and negotiating legal proposals.
- Proven experience of collaboration with one or more Contracting Parties (Western Balkans, Georgia, Ukraine, Moldova), including proven experience of collaboration with government officials, regulators, ministry representatives, EU Delegations, and international partners in one or more Contracting Parties. Experience of collaborating with the Energy Community Secretariat is an asset.
- Proven work on energy policy, sector reforms, and regulatory issues in one or more of the Contracting Parties, aligning national legislation with EU energy acquis.
- Ability to represent EU institutions professionally in high-level meetings and forums.
- Strong teamwork and organizational skills in multicultural settings, ensuring collaboration and timely, high-quality results.
- Strong organizational skills, managing complex files under tight deadlines.
- Experience within different EU institutions and/or diplomatic work on development and implementation of EU energy policy, regulation and energy projects is an asset.
- Strong analytical and policy development skills.
- Experience with writing speeches and coordinating media relations is an asset.
- Excellent oral and written English communication.

## HOW TO EXPRESS YOUR INTEREST?

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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 [Darina.KRAUSOVA@ec.europa.eu](mailto:Darina.KRAUSOVA@ec.europa.eu) indicating the selection reference ENER/COM/2025/2741 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 EU<sup>2</sup>
- 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.

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<sup>2</sup> 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 priority<sup>3</sup>. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

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 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. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

### **➤ 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)/2(d) of the [Conditions of Employment of Other Servants](#), in function groups AD, AST or AST/SC.**

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<sup>3</sup> 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 **1<sup>st</sup> 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.