



## 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 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. 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](http://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](#)



# IT Service Assistant

## in DG DIGIT of the European Commission

**Job title\*:** IT Service Assistant

**Domain\*\*:** Information and Communication Technologies

**Where:** DIGIT.C.5.006 – Digital Workplace Support, Unified DWP and AV Support for Remote Sites Sector, Brussels.

**Function Group:** FG III

**Contract Type:** 3b

**Express your interest until:** 23.02.2026 - 12.00 (noon, Brussels time)

### WE ARE

DIGIT.C.5 supports the Commission's Digital Workplace (DWP) by delivering IT tools and services to all staff. Key services include:

IT Helpdesk: Serving 40,000 users with ~500,000 annual requests.

Device Logistics: Managing 400,000+ IT assets (laptops, screens, mobiles, etc.).

Staff Onboarding: IT setup for new employees.

Roll-out Support: Assisting with deployment and change management of DWP solutions (developed by DIGIT.C.2).

The unit operates through five sectors:

- Front Office: First-level user support, including VVIP assistance.
- Logistics & Inventory: manages the whole life cycle of end-user IT equipment, from delivery to write-off, including stock management and inventory management.
- Quality & Processes: Ensuring service quality, process oversight, and helpdesk communications (with DIGIT Communication).
- IT Asset Authority Managing DWP IT budget, handling ad hoc product requests and assuming the role of Central Information Resource Manager for DWP.
- **Remote Sites:** Supporting Commission Representations and other remote EC sites to ensure a suitable and sustainable unified DWP and Audiovisual environment.

### WE PROPOSE

The Unit is seeking to recruit one IT Service Assistant in the Remote Sites sector to reinforce its activities in ICT support to the Remote Sites infrastructure and users, related operational and administrative support, based in Brussels and working in close cooperation with the other Commission sites.

The Remote Sites are composed of the Representations of the Commission in all the Member States and some agencies.



The successful candidate will:

- Coordinate and supervise ICT operations related to the Remote Sites, including the follow up of new equipment deployment, projects, moves and support of the staff in coordination with the other sectors of the Unit.
- Coordinate and supervise audio-visual (AV) operations related to the Remote Sites, including definition of the needs with the users, follow up of AV projects like the deployment of new equipment in the meeting rooms, the installation or renovation of conference room in coordination with the Representations and the specialised external contractors.
- Monitor the support activities carried out by external contractors, ensuring compliance with contractual and operational requirements.
- Liaise with central services, user services, and other stakeholders
- Procurement support, including contribute to drafting technical specifications, prepare order forms and evaluating offers.
- Produce documentation on processes and guidelines and contribute to the drafting and improvement of operational procedures.

## **WE LOOK FOR**

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We are looking for a We are looking for an IT Service Assistant with a minimum of 5 years of job-related experience in ICT and/or AV support and infrastructure, able to work autonomously in a regulated, multi-site environment. We are ideally looking for a multi-talented candidate with knowledge in IT and audiovisual systems.

### **Experience and knowledge**

- Experience in ICT and/or AV infrastructure, equipment and contractor coordination.
- Familiarity with budget, finance, contracts, accounting, and procurement processes.
- Experience or understanding of programme, process, and project management.

### **Skills and competencies**

- Strong communication skills and client-oriented approach.
- Ability to deliver quality results, monitor resources, and act upon operational issues.
- Strong organisational skills, with attention to detail and the ability to prioritise and work in a structured manner.
- Ability to work proactively and autonomously, while contributing effectively to a team.
- Leadership potential and awareness of individual differences.

### **IT tools and languages**

- Very good command of office automation tools, including Excel, MS Office, Outlook, and Word, and familiarity with web-based IT tools. ServiceNow experience is a plus.
- A C1 level minimum in English.



## **HOW TO EXPRESS YOUR INTEREST?**

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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 [EC-DIGIT-C5-RECRUITMENT@ec.europa.eu](mailto:EC-DIGIT-C5-RECRUITMENT@ec.europa.eu) indicating the call for interest reference EC-2026-DIGIT 508900 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 EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

#### ➤ What about the selection steps?

The selecting unit chooses from [the EPSO database](#)<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

<sup>1</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).

<sup>2</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



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 French.

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<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this address <https://eu-careers.europa.eu/en/Cast-Permanent>



## **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 3 years**. 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).

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.