



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 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.

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.



Briefing Coordinator

in DG Environment of the European Commission

Job title: Policy coordinator – Briefing Coordinator

Domain: Environment

Where: Unit ENV A.1 – Inter-Institutional Relations & Briefings, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 09.03.2026 - 12.00 (noon, Brussels time)

WE ARE

DG Environment, Directorate A – ‘General affairs, Knowledge & Resources’ – Unit ENV A.1 – ‘Inter-institutional relations & Briefings’.

Within Directorate A, Unit ENV A.1 is responsible for the inter-institutional relations and briefings. The Unit oversees and supports the inter-institutional processes and provides advice/co-ordinates briefings and correspondence for Cabinets/SG/Director-General. More specifically, the Unit’s tasks are:

- Maintaining and developing contacts with the Council (and its Presidencies), the European Parliament, the Economic and Social Committee and the Committee of Regions providing intelligence gathering, political and policy advice, support and assistance in problem solving;
- Coordinating preparations for the Council (including COREPER), European Parliament (including EP committees and EP written questions), the Economic and Social Committee and the Committee of Regions and related tasks for the GRI circuit;
- Managing President (and Vice-Presidents) and Commissioner Correspondence and coordinating briefing requests for SG (President, VPs and Commissioners), Cabinet Roswall, EEAS, Director-General and Deputy Director-General;
- Supporting comitology related activities in the DG.

WE PROPOSE

We offer an attractive, important and highly visible position for a dynamic and committed colleague to work as a Briefing coordinator within the Briefing Cell of the Unit. The key functions encompass the following activities:

- Drafting, editing, coordination and submission of timely high-quality briefings, including speaking points for the President, Vice-Presidents, the Commissioner, the Director-General and the Deputy Director-General;



- Ensuring respect of deadlines for contributions from Directorates/Units, making sure that final Cabinet and DG deadlines are met; negotiating and motivating any adjustments as necessary;
- Circulate information from/to hierarchy and communicate within the team and the Unit about priorities and the status of the ongoing briefing requests;
- Establish contacts and liaise effectively with DG ENV senior and middle management, with Director-General Assistants, as well as with Members of the Cabinet in order to get a full understanding of the general briefing context and needs to enable the preparation of fit-for-purpose and tailor-made briefings;
- Coordination of policy messages in the preparation of high-level briefings by ensuring provision of reliable, adequate and coherent information according to the latest developments in the policy area concerned;
- Contribute to the evolution and modernisation of the briefing management in DG ENV, taking due account of sensitivity of briefings and use of corporate AI tools (e-briefings).
- Participate, represent and report on behalf of DG ENV in the SG Briefing Network regular meetings or targeted meetings with hierarchy.
- Ensure necessary back-ups within the small and very dynamic team.

WE LOOK FOR

We are looking for a highly motivated professional to reinforce the Briefing cell team which acts as a central point for managing all briefing requests in DG Environment originating from the Cabinet of the President, Vice-Presidents, Commissioner Roswall, EEAS, the Director-General and the Deputy Director-General. The successful candidate should possess a very good track record in coordination matters and must demonstrate excellent analytical and drafting skills with strong ability to communicate in a clear and succinct manner. She/he should have a broad and clear understanding of the environmental priorities and other cross-cutting initiatives and the challenges ahead. Diplomacy and negotiation skills are important assets. Very good sense of organisation, resilience, and ability to work under pressure are also essential for the post. The candidate must be able to work pro-actively both as a team player and autonomously and should be service-minded and result-driven. Fluency in English is required, and an advanced user experience of Basis (the COM system for managing briefing requests) will be considered an advantage.

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 **ENV-U10-ADONIS@ec.europa.eu** indicating the call for interest reference **EC/2026/ENV/337074** 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 education which corresponds to completed university studies of at least three 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU²
- AND have a satisfactory knowledge (minimum level B2)³ of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

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).

³ 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>).



The selecting unit chooses from [the EPSO database](#)⁴ 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.

⁴ Therefore, candidates who did not pass already a CAST on the level Function Group [IV], 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 IV**. 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 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).

Contract agents recruited in Function Group IV 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.