



## **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<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.

## 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

## in DG RTD - European Commission

**Job title:** Policy Officer

**Domain:** Science and Research

**Where:** Unit RTD.02 – Science Policy, Advice, and Ethics Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 11/03/2026 - 12.00 (noon, Brussels time)

### WE ARE

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Our unit is part of the Directorate-General for Research and Innovation of the European Commission and forms an interface between the world of science and policymaking. Unit RTD.02 provides scientific advice to the European Commission, supports the functioning of the European Research Council for excellence in frontier research; advises the College on questions relating to ethics and values; puts research ethics and integrity in practice to ensure excellence and trust. The European Group on Ethics in Science and New Technologies (EGE), coordinated by the unit, delivers transparent, high quality, timely and independent ethical advice for policy and/or legislation to the College of European Commissioners. This includes running the secretariat of the EGE, contributing to the gathering and synthesis of evidence, organising expert elicitation and stakeholder meetings, supporting the writing of opinions and statements and organising outreach and communication. The secretariat of the EGE at the European Commission is also in charge of the representation and liaison with the international organisations tasked with the ethics and governance of science and new technologies.

### WE PROPOSE

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Unit 02 of DG RTD is seeking to recruit a Policy Officer within the Secretariat of the European Group on Ethics in Science and New Technologies (EGE).

The position will consist of working primarily on ethical analysis and providing policy support in the fields of science, research, innovation and new and emerging technologies. It will also involve contributing to the work of the EGE and supporting the implementation of the Ethics Appraisal Process under the Framework Programmes. In particular, the post involves:

- Drafting high-quality ethical, analytical and policy documents, including background papers, briefing notes, strategic and policy-oriented documents in the field of ethics of science and new technologies.
- Organising and participating in inter-service coordination, including contributions to files led by other Commission services and follow-up of requests for EGE input.
- Supporting outreach, dialogue and networking activities, including the organisation of workshops and exchanges with stakeholders, experts, academia and policy-makers) at the EU and international levels including the International Dialogue on (bio) ethics
- Procurement/project management, budget management and expert management
- Contributing to selected thematic workstreams of the European Group on Ethics in Science and New Technologies (EGE), with a strong focus on ethical analysis and policy relevance and to the files of other services and request inputs from other services on files of relevance for the EGE.



- Ensuring the efficient planning, preparation and follow-up of EGE meetings, smoother coordination processes, exchanges with the other services requesting EGE opinions, and guaranteeing overall the continuity and effectiveness of EGE operations. Drafting background documents to support the EGE's analytical work and preparing policy and strategic documents and briefing notes.
- Editorial support to the EGE in relation to the development of its reports and Opinions.

The position requires frequent interactions with other European Commission services and agencies, other EU institutions, external experts and research and innovation stakeholders.

## **WE LOOK FOR**

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We are looking for a Policy Officer, highly motivated and proactive and collaborative colleague with a strong expertise in ethics, excellent analytical, drafting, organisational, communication and interpersonal skills, with a desire to share and work in a small team in a highly collaborative manner.

The ideal profile for the job is a candidate with solid and proven experience in the field of ethics, notably in the ethics of science, research, innovation, or new and emerging technologies (essential); excellent drafting, analytical and synthesis skills, with the ability to translate complex ethical, scientific and policy issues into clear, structured and policy-relevant outputs; good knowledge of EU policies, institutions, legislative processes and Commission working methods, combined with sound political judgement; a background in social sciences and humanities or in natural sciences, with a strong ethics dimension; experience working with EU institutions, which would be considered a strong asset; strong consensus-building and cooperative skills, including experience in managing participatory processes; knowledge of the legislative process and of the Commission's strategic policies and procedures; and experience with budgetary procedures and project management, which would be considered an advantage.

## **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 to [RTD-02-CA-APPLICATIONS@ec.europa.eu](mailto:RTD-02-CA-APPLICATIONS@ec.europa.eu) by the publication deadline, indicating the call for interest reference **EC/2026/RTD/453369** 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 EU<sup>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

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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).

<sup>3</sup> 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>).



### ➤ **What about the selection steps?**

The selecting unit chooses from [the EPSO database](#)<sup>4</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 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.

## **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).

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<sup>4</sup> 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>



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.