



## **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 try several areas of move between different policy 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.



# Communication and Information Assistant (AST1/AST3)

## Directorate-General for Defence Industry and Space (DG DEFIS) of the European Commission

**Selection reference:** DEFIS/COM/2026/565

**Domain:** Communication

**Where:** Unit R.3 - Communication, Human Resources and Planning, Brussels

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

**Grade:** AST1-AST3

**Publication deadline:** 15/04/2026 - 12.00 (Brussels time)

### WE ARE

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Unit R3 is dedicated to excellence in strategic communication, human resources management, and planning. Our mission is to:

- Deliver strategic communication and planning support, ensuring effective communication both internally and externally, and fostering strong stakeholder engagement.
- Develop and manage communication strategies specifically tailored to the policies led by DG DEFIS, ensuring clarity and engagement.
- Under the direct supervision of the Director-General, create and implement a human resources strategy that addresses the specific needs of DG DEFIS. This includes the strategic execution of HR processes in collaboration with DG HR.
- Oversee and coordinate document management, while guiding DG DEFIS's participation in the European Commission's strategic planning and programming cycle, which includes the Strategic Plan, Management Plan, and Annual Activity Report.

Unit R3 is committed to supporting the Directorate-General's objectives through strategic initiatives, effective communication, and comprehensive human resources management, ensuring cohesive planning and execution across all fronts.

### WE PROPOSE

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We propose a post as Information and Communication Officer in unit DEFIS.R.3 "Communication, Human Resources and Planning".

The successful candidate's main tasks will be to contribute to the development and coordination of the promotional activities of DG DEFIS and contributing to execution of the EU Defence Industry and Space-related policies.

S/he will be responsible for implementing parts of the programmes managed by the Directorate-



General, mainly dealing with communication and outreach activities and policy support actions, including events, campaigns and digital communication under the EU Space Policy, the European Union Space Programme, the Secure Connectivity Programme, space activities under Horizon Europe, CASSINI space entrepreneurship, the EU Space Act and the Vision for Europe's Space Economy.

Furthermore, s/he will contribute to the further development and implementation of the EU Defence and Space Programmes and contribute to other potential work streams of the unit, such as preparation of briefings and speeches.

The candidate is also expected to participate in regular missions and to present the policies and programmes at workshops, seminars, conferences and other public events organised by the Commission services or by third parties.

## **WE LOOK FOR**

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We look for a highly motivated, dynamic and experienced colleague with solid background and proven experience in Communication, Project/Contract management, EU procurement and Policy Development.

Candidates should be able to demonstrate a combination of excellent communication skills and have an excellent understanding and preferably a working experience with EU Defence Industry and/or Space policies. Holding a relevant university degree, like in communication and information, marketing, public affairs, space and/or defence and EU institutions, will be an advantage.

Candidates should have at least 5 years of relevant professional experience in areas of Communication, Project/Contract management, EU procurement and Policy Development.

Furthermore, the candidate should demonstrate:

- solid experience in communicating technical programmes, projects or initiatives, and the ability to adapt the message to different audiences and cultures.
- experience in running digital platforms, whether this involves promoting the DG's activities on various social media platforms, or directly running websites accessible to the general public.
- solid experience in managing calls for proposals and calls for tender as well as contract management and act as Operational Initiating Agent (OIA) to certify that supplies and services have been properly provided/ delivered as per contract provisions, or an action or work programme carried out by a beneficiary is in all respects in compliance with a grant agreement.
- relevant experience in coordinating and animating inter-institutional and/or international networks of stakeholders.
- ability to maintain good diplomatic relations and to ensure representation and communication in a complex, multicultural environment.
- experience with preparing and contributing to briefings and speeches.
- ability to carry out analysis of programme activities, results, and internal processes, to provide feedback and formulate recommendations for improvements where necessary as well as to follow developments in the field of European defence and space policies.
- excellent written and oral communication skills in English. Any additional official language of the EU (B1 level and above) will be considered an asset.
- the ability to process, present and explain complex and varied information and data in a clear way.

The successful candidate will have the ability to take initiative and responsibility. A high degree of flexibility, enthusiasm and sense of service are important to adapt rapidly to different challenges.



SECURITY CLEARANCE: The successful candidate will be required to undergo security vetting if she or he does not already hold security clearance at an appropriate level (EU secret), in accordance with the relevant security provisions.

## **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 [Julien.TURPIN@ec.europa.eu](mailto:Julien.TURPIN@ec.europa.eu) indicating the selection reference DEFIS/COM/2026/565 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 one of the 24 official languages of the EU<sup>2</sup>

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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).



- 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.

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.

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 and possibly in a second official 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**.

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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).



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 group AST.**



## ➤ **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.