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[1]. 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.

Policy Officer

in DG RTD – European Commission

Job title: Policy Officer
Domain: Science and Research
Where: Unit RTD.G3- Common Strategic Planning and Programming Service, Brussels (BE)
Function Group: FG IV
Contract Type: 3b
Express your interest until: 21.03.2026 - 12.00 (noon, Brussels time)

WE ARE

Unit G3 is the central coordination unit for the R&I framework programmes: the Framework Programme and the main work programme. As part of the Common Policy Centre, we have a corporate role, serving all Directorates-General in the research and innovation family. G3 develops and steers the preparation of the Horizon Europe work programmes, the preparation of the next Framework Programme, taking into account scientific evidence, foresight, programme assessments, and synergies with other MFF programmes. G3 is also responsible of ensuring the horizontal policy integration and steers the interaction with the strategic configuration of the Programme Committee (comitology committee). In this context, it is also responsible for the policy aspects of national support mechanisms (national contact points).

WE PROPOSE

We offer a challenging, rewarding, and high-profile position in a dynamic, friendly, and productive working environment. You will be part of a great team, with a high level of job satisfaction guaranteed.

In this role, you will primarily take part in the coordination of the negotiation and implementation of the next Framework Programme for Research & Innovation (R&I). You will contribute to the development of future research policy, and you will support the overall coordination of the preparatory work for the next Horizon Europe programming cycle, working closely with other Commission services to ensure coherence in the preparation of work programmes, in line with the Horizon Europe legal framework and the Commission's priorities.

Your tasks will also include carrying out analytical work and drafting policy documents to support co-creation and coordination with other services. This includes preparing speeches, briefings, strategy papers, and background notes for senior management, as well as reporting from meetings and contributing to presentations and internal communication activities.

WE LOOK FOR

We are looking for a professional with previous experience in policy coordination, preferably in the R&I environment.

- She/he would have a good knowledge of the Horizon Europe programme and its stakeholders.
- She/he should be dynamic, friendly with strong organisational, drafting and social skills.
- She/he should be curious, proactive, and capable to work independently and as part of a team.
- A strong service-oriented mindset and diplomatic skills are essential for success in this multi-level coordination role.
- A very high level of English, both written and spoken. French and/or any other EU language are 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 to RTD-G3-CA-APPLICATIONS@ec.europa.eu by the publication deadline indicating the call for interest reference **EC/2026/RTD/512908** in the subject.

No applications will be accepted after the publication deadline.

ANNEX

1. Selection

➢ Am I eligible to apply?

<u>You must meet the following eligibility criteria when you validate your application</u>:

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[2]
- 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.

[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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr).

➢ What about the selection steps?

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.

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 of 1 year.** Subject to the interest of the service, the contract can be extended 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).

[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

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.