



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 jobs 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.

For more information 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](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Secretary

Directorate-General Justice and Consumers (DG JUST) of the European Commission

Selection reference: 2 vacant posts (for similar profile) JUST/COM/2026/359 and JUST/COM/2026/528

Domain*Support staff

Where: Unit D3 - Gender Equality Brussels

Staff category and Function Group: Temporary agent 2b- Assistant

Grade range: AST/SC1-2

Publication deadline: 07.04.2026 - 12.00 (noon, Brussels time)

WE ARE

The unit is responsible for promoting equality between women and men in the European Union, a policy area with high priority for the Commission.

In the framework of the Gender Equality Strategy 2026-2030, we carry out a range of specific policy and legislative actions to promote equality between women and men and to fight sex-based discrimination. Thematically our primary focus is gender equality on the labour market, the promotion of reconciliation between work and family life (work-life balance), equal economic independence, equality in pay, pensions and decision-making, and the eradication of violence against women. In addition, we contribute to ensuring that a gender perspective is mainstreamed in all other EU policies.

Overall purpose:

Provide comprehensive administrative support to the unit and assist the Head of Unit in coordinating unit activities, with particular responsibility for the follow-up of administrative procedures and the management of communications, information, documentation, meetings, personnel administration, and logistical requirements.

Our specific tasks include:

- policy work, including monitoring thematic areas on gender equality and country monitoring under the European Semester facilitating exchanges of good practices between Member States, awareness-raising and information campaigns. We also contribute to the policy debate at international level, notably at the level of the United Nations, Council of Europe, International Labour Organisation, OECD, G7 and G20. This involves working closely with a broad range of stakeholders, both within and outside the European Union, including the European Institute for Gender Equality



and international organisations.

- legal work, including monitoring the effective implementation of EU law and managing infringement proceedings, preparing the European Commission's positions in proceedings before the European Court of Justice, preparing evaluations of existing legislative instruments and new legislative initiatives, negotiating legislative proposals with the Council and the European Parliament, monitoring, preparing and negotiating conventions or other instruments in various international fora;
- funding and monitoring gender equality projects under the Citizens, Equality, Rights and Values Programme.

We are a friendly, enthusiast, motivated and interdisciplinary dynamic team of about 21 policy officers, legal officers and assistants, cooperating in an open, communicative and collegial working environment.

WE PROPOSE

We offer a varied job as an assistant, providing strong, efficient and effective administrative support on gender equality policies. Your support to the Head of Unit and the team will include a wide-range of support tasks in cooperation with the other assistant in the unit, including coordination of policy programming and general policy issues like planning, reporting, and evaluations; organisation of meetings and events (in particular administrative support to the unit's stakeholder networks such as the Advisory Committee on Gender Equality, the High Level Group on Gender Mainstreaming, the Inter-service group on gender equality, etc.) including reimbursement processes and videoconferences; coordination of briefings and deliverables of the unit; knowledge management and contact point for data protection; assistance in staff administration of the unit and recruitment processes; managing legislative processes; overseeing the unit's missions and related budget; management of the unit's functional mailboxes; handling documents and mail, etc. Work may further include tasks on financial matters (Citizens, Equality, Rights and Values Programme); processes related to inter-service consultations, petitions, infringements, and complaints; as well as publications and web editing; logistics.

Work may also include assistance in delivering the unit's policy tasks, for instance research on gender equality topics, preparing notes/texts, proof-reading texts.

WE LOOK FOR

We are looking for a motivated and enthusiastic colleague to reinforce the assistant team, which works together in a nice and collaborative atmosphere. Experience as an assistant in the Commission is an advantage. Strong IT skills are required, and knowledge of internal



Commission IT tools would be an asset. The candidate should be very well organised, highly efficient, service-oriented, pro-active, and with good communication skills. The candidate should be able and enjoy working in a team and be flexible. Knowledge of gender equality matters and/or web communication would be an asset. Thorough knowledge of English is essential and knowledge of French and any another EU language is an asset.



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 just-d3@ec.europa.eu indicating the selection reference in the subject **JUST/COM/2026/359 and JUST/COM/2026/528**.

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 EU²
- 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?

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).



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 priority³. 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 another 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

➤ Type of contract and working conditions

The place of employment will be **Brussels**

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 groups AST/SC.**

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



➤ **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 **1st 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.