



## **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 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.



# Administrative and technical support- Financial Agent (AST-SC)

## Directorate-General Communication of the European Commission

**Selection reference:** COMM/COM/2026/312

**Domain\*:** Communication

**Where:** Unit COMM A1.001 Social Media and visual identity - Brussels

**Staff category and Function Group:** Temporary agent 2b) – AST/SC

**Grade range:** AST/SC1-2

**Publication deadline:** 17/03/2026- 12.00 (Brussels time)

### WE ARE

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The COMM A1 Social media and visual communication unit, at the heart of the Commission's political communication operations. The unit has multiple teams in charge of political communication strategy and editorial planning, social media and graphic design, paid promotion and outreach to social media content creators. It is made up of over 45 professionals (the majority being intramuros and extramuros consultants), working in a highly political context. It ensures DG COMM maintains and strengthens its leadership in social media and digital communication, and manages an annual budget for contracts, media buying and stakeholder relations.

We work in a dynamic environment with strict deadlines, while remaining adaptable and flexible enough to handle external unforeseen events. We take pride in our efficient cooperation, team spirit and good communication skills, which are essential for our daily work.

### WE PROPOSE

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An exciting position as a financial agent within a dynamic and fast-paced unit. The post-holder will provide financial support to the Head of Unit and Deputy Head of Unit, contributing to the efficient management, planning, and oversight of the Unit's contract management and financial operations. In addition, the agent will help support the tracking of the unit's performance, by making use of IT tools used for social media reporting. Outreach and coordination with relevant stakeholders are an essential part of the job.



Key responsibilities include:

- Preparing commitments, contracts and reporting procedures on the budget allocated to the Unit, more specifically their initiation, renewal, indexation and amendments.
- Under the supervision of the unit management, support the strategic planning of the Unit's budget, the preparation of budgetary implementation, the follow-up and reporting on the annual and multi-annual budget.
- Ensuring compliance with legal and regulatory requirements.
- Keeping track of invoices and payments and checking supporting documents associated with payments.
- Overall administrative support linked to the Unit and its functioning.
- Establishing strong cooperation among financial agents in the Directorate and in the Directorate-General, in view of synergies and efficiencies at DG level.
- Use of social media tracking tools to monitor the unit performance and advise on possible optimisation.
- Capacity to establish and maintain relations with stakeholders – contractors and media agencies, and social media platforms.

The work requires a solid understanding of the Unit's working methods and involves frequent contacts within the Unit, with other Commission services and with external contractors.

## **WE LOOK FOR**

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The successful candidate demonstrates strong prioritisation and organisational skills, with the ability to plan, coordinate and deliver work in a structured and efficient manner. They should show a high level of resilience, including the capacity to work under pressure, manage multiple priorities and meet tight deadlines. The candidate will be a proactive, pragmatic and solution-oriented team player, with strong interpersonal skills and a well-developed sense of diplomacy and service.

She/he has solid knowledge of budget, finance, contracts and accounting, including the Financial Regulation, rules and procedures, budgetary planning, monitoring and reporting, as well as the preparation of financial dossiers. They have experience in procurement and contract management, invoicing and payments, and are familiar with audit and control processes. The role also requires good information and document management skills, effective use of office IT tools, and the ability to analyse information and provide structured advice to support decision-making.

The understanding of communication and of social media, and an interest to develop further learnings in this area, is a strong asset. Knowledge of social media IT tools, including Emplifi, Talkwalker, Canva, etc, and of social media platforms – META, LinkedIn, Bluesky, among others, is of great added value for the job.



## **HOW TO EXPRESS YOUR INTEREST?**

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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 [COMM-A1-ADMIN@ec.europa.eu](mailto:COMM-A1-ADMIN@ec.europa.eu) indicating the selection reference COMM/COM/2026/312 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:

FOR AD jobs: In order to be recruited for this position, you must have at least a level of education which corresponds to completed university studies of at least 3 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. 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>
- 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.

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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).



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 another EU 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 AD.**

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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).



## ➤ **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.