



## **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 Assistant to the Director

## Directorate-General Joint Research Centre (DG JRC) of the European Commission

**Selection reference:** JRC/COM/2026/51

**Domain:** Science and Research

**Where:** Unit JRC.S – Director’s Office - Directorate for Innovation in Science and Policymaking, Brussels

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

**Grade range:** AST1-3

**Publication deadline:** 30/03/2026 - 12.00 (Brussels time)

### WE ARE

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As the science and knowledge service of the European Commission, the Joint Research Centre provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society. We provide anticipatory capacity, solid expertise and ability to propose and implement interdisciplinary research. The activities are carried out in collaboration with relevant Commission Services, national and international organisations and stakeholders. At the JRC we organise our work in portfolios which are the main building blocks of our multi-annual work programmes. The JRC is located in five Member States (Belgium, Germany, Italy, the Netherlands and Spain). More information about the JRC and its portfolios can be found at: [https://joint-research-centre.ec.europa.eu/index\\_en](https://joint-research-centre.ec.europa.eu/index_en)

The current vacancy is within the Director’s office of the Directorate for Innovation in Science and Policymaking. The mission of the Directorate is to advance innovation in science, democracy and policymaking by equipping the JRC, the Commission and the Member States with cutting-edge methodologies, experimental approaches, and forward-looking perspectives to address today’s and tomorrow’s policy challenges. Bringing together deep expertise in foresight, design, behavioural sciences, science for policy, participatory democracy, collaboration, quantitative analysis, and exploratory research, the Directorate supports all stages of the EU policy cycle - from agenda setting and policy design to implementation, monitoring, and evaluation.

The post is located in Brussels]

### WE PROPOSE

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We propose a challenging position of Administrative Assistant to the Director with direct responsibility for ensuring the smooth functioning of the Director's office and of the horizontal functions, falling under the Directorate S administrative responsibility.

The job covers a broad range of diverse tasks, working closely with the Director’s Policy Assistants and Adviser as well as the Liaison Officer.

We offer a dynamic and challenging working environment, a friendly team and an interesting and varied job, which will cover a wide range of administrative tasks and secretarial duties, and



frequent contacts across the organisation including:

- Assisting the Director in organisational matters and the preparation of documents (minutes, notes, briefings and presentation) on specific subjects.
- Assisting and providing advice on EC and JRC administrative procedures and their implementation in the Directorate.
- Supporting the Liaison Officer for the Directorate in following up contract extensions, recruitment procedures, trainee, Seconded National Expert and Visiting Scientist requests.
- Assisting in communication initiatives related to the work of the Directorate and acting as a contact point for publications.
- Acting as Intermediate Publication Officer (IPO) ensuring that the Directorate's publications follow the JRC procedures, guidelines and quality standards, and visual identity providing assistance to applicants.
- Acting as Directorate Quality management assistant, giving support to quality audits, management reviews and corrective/preventive actions.

## **WE LOOK FOR**

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We are looking for an experienced, organised, proactive, efficient and highly motivated Administrative Assistant to join the team in the Director's office to contribute to the achievement of the Directorate's objectives. Stress resistance, resilience, ability to work under pressure and with tight deadlines as well as flexibility when faced with unexpected needs and the varied workload is required.

High reliability, confidentiality and strong relation of trust with the Director and the Director's team are fundamental for this job.

The successful candidate will be a good team player able to cope with high workload through effective prioritisation and with an eye for detail.

Essential requirements:

- Proven experience of at least 5 years in administrative coordination and support roles, preferably in an EC or similar institutional environment.
- Knowledge of corporate procedures in HR and missions management.
- Knowledge of inter-institutional relations.
- Proficiency with digital collaboration tools (SharePoint, Teams).
- Excellent knowledge of English and French is required.

To be considered as an advantage:

- Experience as PUBSY IPO or familiarity with PUBSY workflows and procedures for IPO approvals.
- Experience in ISO9001 quality management processes.
- Familiarity with JRC processes and EC internal tools (ARES, MIPS, SYSPER etc.).
- Knowledge of Italian.



## **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 [HR-JRC-OFFICIALS-TEMPORARY-AGENTS-SELECTION@ec.europa.eu](mailto:HR-JRC-OFFICIALS-TEMPORARY-AGENTS-SELECTION@ec.europa.eu) indicating the selection reference JRC/COM/2026/51 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>
- 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. 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(d) of the [Conditions of Employment of Other Servants](#), in function groups AD, AST or AST/SC.**



## ➤ **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.