



## **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](#)

---

<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.



# HRM Assistant-Project Manager

## Directorate-General Human Resources and Security (DG HR) of the European Commission

**Selection reference:** HR/COM/2026/646

**Domain:** Human Resources

**Where:** Unit HR.C.3 – “Talent Spotting & Career Guidance”, Brussels

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

**Grade range:** AST1-3

**Publication deadline:** 22.04.2026 - 12.00 (Brussels time)

### WE ARE

---

Unit HR.C.3 is dedicated to fostering an efficient internal job marketplace by supporting staff and managers in their career advancement and growth. The unit provides bespoke career guidance through one-to-one discussions, including four-year career talks. Additionally, it offers job shadowing exercises, which provide staff with the opportunity to gain insight into different roles and responsibilities, and a mentoring programme, pairing experienced staff with less experienced colleagues to provide guidance and support.

Unit HR.C.3 offers targeted recruitment services for managers and HR professionals, and coordinates the Team Manager's network, supporting Heads of Sectors and Team Leaders in their role as people managers. The unit also hosts significant career events, including Career Days, and workshops to foster continuous development and expertise. Furthermore, under the guidelines and priorities set in its Coaching Strategy, it provides coaching services for individuals, teams, and managers, including external coaching and skills training.

### WE PROPOSE

---

We are offering an opportunity to join Unit HR.C.3 as an Assistant in HR Administration and Project Management. You will contribute to a range of horizontal tasks that support the unit's core business. The role will involve participating in projects across all sectors of the Unit, coordinating corporate career development programmes, and supporting the implementation of HR and coaching strategies through needs and statistical analyses, reporting, and communication activities.

You will contribute to the development and evaluation of policies and processes related to coaching, mobility and career development. Key responsibilities will include preparing briefings, analysing data, compiling reports, and drafting minutes, as well as contributing to communication activities and project management tasks. The position will also involve monitoring administrative and financial aspects of coaching activities, including budget, procurement procedures, framework contracts and contract management, and supporting the development and implementation of the Commission's corporate coaching offer. You will also be responsible for coordinating the internal coaching network (ICONET), managing the calendar, logistics and evaluation of sessions and activities, and acting as a point of contact for related services, including HR Correspondents.



Furthermore, the job holder will serve as the support and contact point for all IT-related developments, including the update and management of Data Protection Records and the maintenance of the Unit's websites and evaluation and reporting tools.

A key event management responsibility will be the coordination and execution of the Career Days event, which attracts approximately 150 different speakers and over 20,000 registrations, and with sessions organised in-person and online.

## **WE LOOK FOR**

---

We are looking for a colleague with good organisational, analytical and interpersonal skills, able to manage a variety of projects and work with a range of stakeholders.

The successful candidate should demonstrate:

- Strong project management abilities, including planning, coordination, monitoring and reporting.
- Excellent communication and stakeholder management skills, with the ability to interact effectively with colleagues at all levels of the organisation.
- Strong analytical and problem-solving skills, including the ability to analyse data and translate insights into practical solutions.
- The ability to contribute to strategic thinking and policy development in the field of mobility, coaching and professional growth and development.
- A strong sense of responsibility, integrity and discretion, particularly when dealing with sensitive or confidential information.
- Excellent organisational skills, with the ability to prioritise tasks and manage multiple activities simultaneously, sometimes to tight deadlines.
- A collaborative mindset and the ability to work effectively in a team-based and multicultural environment.
- A proactive and flexible approach to work, including the ability to adapt to changing priorities.

The ideal candidate will also bring the following essential skills, qualities and experience:

- Solid experience in event organisation and coordination.
- Ability to analyse data, conduct statistical or trend analysis and present insights clearly.
- Familiarity with HR IT systems, AI (GPT@EC) and digital tools supporting HR processes and talent and career development.
- Ability to assess risks, ensure compliance with procedures and manage sensitive information appropriately.
- Practical knowledge of data protection rules and experience in applying relevant regulations and Commission rules.
- Knowledge of career paths and mobility in the Commission
- Ability to work effectively both independently and as part of a team using various digital collaboration tools (e.g., SharePoint, TEAMS, M365, WebEx).



## **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 [koen.binon@ec.europa.eu](mailto:koen.binon@ec.europa.eu) indicating the selection reference **HR/COM/2026/646** 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.

---

<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).



### ➤ **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 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.**

---

<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.