



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. 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](#)



Administrative Assistant

in the Office for Infrastructure and Logistics in Brussels of the European Commission

Job title: Administrative Assistant

Domain: Buildings and supplies (incl. logistics)

Where: OIB.001 - Representations infrastructure, Brussels

Function Group: FG III

Contract Type: 3a

Express your interest until: 30/04/2026 - 12.00 (noon, Brussels time)

WE ARE

The mission of OIB is to ensure a functional, safe and comfortable workplace for Commission staff and to provide high quality support services, based on a client-oriented approach in an environmentally friendly and cost-effective way.

The sector OIB.001 "Representations – Infrastructure/Logistics" is responsible for the infrastructure and logistical support provided to the 33 Representations and regional offices of the European Commission in the Member States.

The jobholder will act as assistant to the Head of Sector OIB.001 on real estate and logistics policies and tasks linked to the EC Representations to achieve the objectives set in the context of the Office's mission and in compliance with the rules governing the administration of the Commission.

WE PROPOSE

OIB.001 is seeking to hire one Team Assistant.

The position will consist of administrative support to the interdisciplinary team. The jobholder will assist the Head of Sector OIB.001 on real estate and logistics policies and tasks linked to the EC Representations (ECREPs) and in view of the built-up of the sector and its integration at OIB.

A position of the Team Assistant will contribute to the different strands of the sector's activities.

The duties include in particular the following tasks:

- Support to the Head of Sector for the organisation and management of the sector OIB.001
- Contribute to the development of the sector's objectives and policies on a strategic level to align with the broader goals of the Commission / OIB.



- Contribute to the preparation of policy files related to the sector's tasks for OIB management.
- Help ensure the implementation of decisions, policies and tasks in the sector.
- Help coordinate tasks relating to issues concerning several units within the Office, to ensure alignment with overall business objectives.
- Support to the briefing coordinator to follow briefing requests and parliamentary questions.
- Help coordinate and liaise with the other departments of the Office, DG COMM headquarters and their EC Representations, and the Commission.
- Help coordinate and liaise with competent services at the European Parliament.
- Help coordinate and contribute to the preparation of the strategic planning documents for the sector.
- Help coordinate multi-unit projects and initiatives that require collaboration across different Departments.
- Contribute to alignment of human resources strategy with sector's objectives, ensuring optimal talent allocation.
- Help foster a positive, respectful, and collaborative work environment.
- Help to coordinate and ensure the coherence of cross-departmental initiatives by coordinating consultations on files requiring expert knowledge on all aspects of real estate management and logistics in the EC Representations.
- Help to coordinate and/or follow up inter-service consultations to ensure consistency of input.
- Contribute to the collection and preparation of documents for the Office's presentations, publications, and websites.
- Contribute to standardising input on communication matters at sector level.
- Contribute to the implementation of the digitalization strategy of the office and the sector.

WE LOOK FOR

The candidate should demonstrate interest in the work of the EC Representations and administrative tasks and be able to work autonomously, while contributing to teamwork in close cooperation with the various project managers.

We are looking for a candidate willing to join a dynamic, enthusiastic and motivated team.

1. Required

- A level of higher education in the field of public administration (legal / budget / human resources).
- Professional experience of at least 2 years in the field of public administration
- Technical + digital skills with MS Word / Excel / Microsoft applications (e.g. TEAMS / Sharepoint, etc).



2. Desired

- Knowledge of the work in the EC Representations / Houses of Europe respectively an EC service in the Member States or beyond would be an advantage.
- Proven record of public administration (e.g. budget, legal, human resources knowledge).

3. Personal qualities required for the position (assessed during the interview)

- Interest in real estate and logistics
- Organisation and planning
- Analytical thinking
- Written expression skills
- Client orientation
- Effective communication
- Autonomy
- Synthesis skills
- Innovation

4. Languages

- English and / or French would be 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 by the publication deadline to OIB VACANCIES OIB-VACANCIES@ec.europa.eu indicating the call for interest reference EC/OIB/2026/507529 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 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 post-secondary education attested by a diploma OR
- (b) 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ 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).

² 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](#)³ 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 and possibly in a second official language.

³ Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this address <https://eu-careers.europa.eu/en/Cast-Permanent>



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(a) of the [Conditions of Employment of Other Servants](#), in function group FG III**. 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 2 years**. The contract may be renewed in the interest of the service for a definite duration. If a second renewal of the contract is in the interest of the service, the contract will be for an indefinite duration.

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).

Contract agents recruited in Function Group III 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.