



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.



Administrative Assistant

Directorate-General Health and Food Safety (DG SANTE) of the European Commission

Selection reference: SANTE/COM/2026/228

Domain: Support Staff

Where: Unit SANTE.B.1 – „Cancer, Health in all Policies“, Luxembourg

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

Grade range: AST 1-3

Publication deadline: 19/05/2026 - 12.00 (Midday, Brussels time)

WE ARE

The Directorate-General for Health and Food Safety (DG SANTE) aims to deliver to Europeans the peace of mind that comes with access to healthcare, safe food to eat and protection against epidemics and diseases. Our goal is to build and maintain Europe's high standards on food and feed safety, food sustainability, animal and plant health, as well as the most affordable, accessible and high-quality health systems to deliver on these expectations.

Within Directorate SANTE.B for Public Health, Cancer and Health Security based in Luxembourg, the Unit B1, "Cancer, Health in all policies" is responsible for the coordination of the implementation of the Europe's Beating Cancer Plan and ensuring health concerns are taken up by Commission policies.

In particular, Unit B1 :

- has developed and now partly implements and monitors the implementation of the Europe's Beating Cancer Plan. This includes proposing policy changes and new legislation, or carrying out necessary studies as set out in the roadmap of the Plan;
- contributes to policy work in the area of cancer prevention, early detection, treatment, quality of life, as well as horizontal topics related to cancer. In particular, this work strand includes running the Member State group: Cancer Sub-group of the Public Health Expert Group, the Inter-Service group of EU services and the platform for external stakeholders;
- develops and oversees through the Executive Agency (HADEA) projects funded under the EU4Health programme in the context of the actions of the unit;
- works with the Joint Research Centre, DGs RTD, CNECT, ENER the EU Member States, OECD, the World Health Organization, the European Health Observatory in relation to cancer control policies and to gather intelligence in support to measuring the impact of EU policies in relation to health, with a particular focus on cancer;
- ensures that public health matters are included in other EU policies, following a health in all policies approach, with a particular focus on health equality and equity as well as climate and environment.

The priority initiative of the Cancer Plan comes with a high workload and frequent urgent requests



for briefings, preparation of and participation in meetings, and other tasks. Our enthusiastic team is perseverant and upbeat, helpful and respectful towards each other.

We work closely with other Commission services, Member States and the Council, the Parliament, civil society, economic stakeholders, international organisations, third countries and EU Agencies.

WE PROPOSE

We are offering a challenging and interesting position for a Policy Assistant in Unit B1. The job offers the possibility of working for better health of the EU citizen within a team of enthusiastic colleagues. It represents an opportunity to contribute to important deliverables under Europe's Beating Cancer Plan.

Amongst other things, (s)he will:

- contribute to the policy development and implementation of Europe Beating Cancer Plan dossiers;
- contribute to policy and legislative documents and take them through the inter-service and inter-institutional processes;
- carry out routine activities such as contribute to briefings, parliamentary questions, prepare and or attend meetings and other events, follow-up discussions of stakeholders, including European Institutions and international organisations, and frequent contacts with Member States, other SANTE units and other DGs and services of the Commission, international organisations and relevant working parties related to the cancer file;
- prepare meetings of the cancer subgroup, the Inter-Service group of EU services and the platform for external stakeholders partly in collaboration with external contractors;
- contribute to the related programming and tendering processes under the EU4Health Programme as well as managing the contracts and studies financed under it in close collaboration with the Health and Digital Executive Agency HADEA;
- as needed, collaborate with and support the administrative assistants of the unit's Cancer and Health in All Policies teams.

WE LOOK FOR

We are looking for an assistant.

The ideal profile for the job is

- A dynamic colleague preferably with an administrative and/or policy background and with very good knowledge of EU evidence-based policy development, administrative and decision-making processes and programming of EU funding in place at the EU institutions,
- A keen interest in health policy issues (as an asset),
- Fluency in English, both written and oral, is required; working level knowledge of French is a definite advantage,
- Experience in project management and meeting organisation will be an asset,
- The job requires a high level of commitment, ability to work independently as well as in a team and to a good capability to manage multiple files in a politically sensitive environment.



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 SANTE-HR-PUBLICATIONS@ec.europa.eu indicating the selection reference **SANTE/COM/2026/228** 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 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?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

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).



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 **Luxembourg**.

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.**

➤ 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.

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



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.