



## **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, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Latvia, Luxembourg, Malta, Poland, 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.



# HRM Assistant

## Directorate-General Human resources and security (DG HR) of the European Commission

**Selection reference:** HR/COM/2026/944

**Domain:** Human resources

**Where:** Unit HR.C.2 – “ Performance Management “, Brussels site

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

**Grade range:** AST1-3

**Publication deadline:** 11.06.2026 - 12.00 (Brussels time)

### WE ARE

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Unit HR.C.2 defines and implements the policies relating to performance management in the Commission. Its main activities are:

- to manage the appraisal, promotion and reclassification exercises for officials, temporary agents and contract agents,
- to manage the probationary periods of officials, temporary agents and contract agents (except probationary periods of managers),
- to support managers and HR correspondents in the accompaniment of their staff with performance issues,
- to manage leave in the interests of the service (article 42 c) of the Staff Regulations),
- to support other EU institutions and agencies having signed a Service Level Agreement (SLA) with the Commission for the appraisal and promotion of their staff.

Within unit HR.C.2, sector C.2.003 ‘Services to DGs’ ensures the smooth running of the appraisal, promotion and reclassification exercises in Commission DGs, in liaison with all relevant stakeholders (HR correspondents, managers and individual staff members). The sector is a professional and committed team composed of 10 gestionnaires working directly under the Deputy head of unit, each gestionnaire being responsible for a portfolio of four to five DGs.

### WE PROPOSE

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Unit HR.C.2 sector 003 is seeking to hire one HRM assistant. The position will consist of ensuring the smooth and accurate running of the appraisal, promotion and reclassification exercises in four to five Commission DGs. This will include:

- the management of the appraisal exercise, keeping all applicable deadlines (verification of actors, launch of the exercise, management of contributions and ensuring finalisation of appraisal reports in due time).



- The management of the promotion and reclassification exercises (communication with HR correspondents, preparing the promotion tables for senior management comparison of merits, eligibility checks).
- Providing efficient and timely assistance and HR support to the client DGs, answering questions from HR Correspondents, managers and staff members on applicable rules and processes, through the functional mailbox and phone.
- Ensuring timely and accurate data verification and encoding in Sysper, in accordance with the established rules and procedures.
- Contribute proactively to the ongoing projects of harmonisation, simplification and automation of the HR processes related to appraisal, promotion and reclassification.

## **WE LOOK FOR**

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We are looking for a dynamic and self-driven team player with the following profile:

- have a high sense of responsibility, accuracy, accountability and autonomy, as the jobholder will be the main person responsible for the smooth running of the appraisal, promotion and reclassification processes in four to five Commission DGs;
- have a strong interest in performance-related issues in particular;
- have excellent organisational skills and the necessary flexibility to manage peaks of workloads and back-ups for other colleagues;
- be able to assimilate, implement and explain rules and processes with a high level of precision;
- at least 2 years of relevant professional experience in HR function and on performance management
- have a strong sense of discretion and confidentiality;
- have the capacity to analyse and structure information and be able to communicate in a clear, accurate and concise way;
- be proactive and autonomous;
- have a strong sense of service and client-orientation, both towards stakeholders in DGs and other colleagues within DG HR;
- be an exemplary team player, to integrate easily in a dynamic team committed to the highest standards of service and quality work;
- be driven by a search for continuous improvement of service and processes;
- be able to work and communicate both in English and French.

## **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-MAIL-C2@ec.europa.eu](mailto:HR-MAIL-C2@ec.europa.eu)" indicating the selection reference **HR/COM/2026/944** 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.

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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).



### ➤ **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/French 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.**

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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.