



## **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](#)

---

<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.



# Policy Assistant – to the Director

## Directorate-General Enlargement and Eastern Neighbourhood (DG ENEST) of the European Commission

**Selection reference:** ENEST/COM/2026/

**Domain\*:** External Relations

**Where:** ENEST Directorate R, Brussels

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

**Grade range:** AD5-7

**Publication deadline:** 09.06.2026 - 12.00 (Brussels time)

### WE ARE

---

Directorate R – Resources (ENEST.R) provides horizontal support across the Directorate-General for Enlargement and Eastern Neighbourhood (DG ENEST), covering human resources, budget and finance, legal affairs, IT, internal control and audit. The post of Policy Assistant is attached directly to the Director of Directorate R, providing cross-cutting support across enlargement policies, playing a key coordination role as the external face of EU policies in these partner countries. DG ENEST works closely with the European External Action Service and the line DGs in charge of thematic priorities.

---

### WE PROPOSE

---

A position as Policy Assistant to the Director of Directorate R (Resources) covering a wide range of coordination and management tasks in a dynamic and varied work environment. The post combines high-level policy and directorate coordination with hands-on involvement in enlargement policy, HR management, budget execution, financial oversight, legal affairs, audit and contract matters, and offers direct exposure to the DG's senior management.

She/he will in particular:

- Support the Director in the supervision and coordination of Directorate-wide exercises covering enlargement and East neighbourhood policy development, financial assistance, human resources management, legal issues, audit and institutional matters.

- Monitor and follow up on Directorate R's administrative and operational budget execution, ensuring compliance with the Financial Regulation and internal procedures.



- Strategic support to the Directorate, specifically related to the Enlargement Process, the Western Balkans and Ukraine.
- Contribute to the coordination of internal control activities, including the preparation of the Annual Internal Control Report and follow-up of internal control recommendations.
- Support the coordination of internal and external audit processes, Assist Units in HR management processes such as recruitment, mobility, renewals, appraisal reports, promotion exercises and training.
- Draw on expertise in EU external relations and enlargement policy to support directorate, geographic and thematic units within DG ENEST in policy coordination tasks as required.
- Contribute to the preparation of briefings and other communication products for the Director, leveraging experience in political drafting and institutional communication.

## **WE LOOK FOR**

---

A proactive, well-organised and analytically minded professional with solid experience in EU institutional settings, as well as EU external policies and enlargement in particular, ideally gained within the European Commission. The ideal candidate should be able to work autonomously and as part of a larger team, manage multiple priorities under pressure, and draft high-quality documents with accuracy and rigour.

- Very good knowledge of the European Commission's internal organisation, rules and procedures, in particular in the areas of budget, finance, internal control and human resources management.
- Solid experience in EU policy and project coordination, ideally within DG ENEST or in work related to EU enlargement, East neighborhood or the Western Balkans. Experience in assessing or monitoring financial programmes or projects is a strong asset.
- Experience in budget execution, financial management, contracts or audit coordination within an EU institution is a further advantage, as is familiarity with Commission financial regulations and relevant IT tools.
- Excellent drafting skills in English (C1 level or above). Knowledge of another EU languages is an asset.
- Strong interpersonal skills and the ability to maintain good working relations with colleagues and senior management both inside and outside the DG.
- Capacity to anticipate issues, propose solutions quickly and adapt to changing priorities.

At least 3 years of relevant professional experience in EU institutional coordination, policy work, programme management or administration, ideally within the European Commission. Previous experience in a Director's office or similar support function would be an asset. Previous experience at high level would be an asset.



## **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 [ENEST-HR-CORRESPONDENT@ec.europa.eu](mailto:ENEST-HR-CORRESPONDENT@ec.europa.eu) indicating the selection reference ENEST/COM/2026/766 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:

FOR AD jobs: In order to be recruited for this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

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.

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.

---

<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).



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.

## **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 AD.**

---

<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.