



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 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.



Briefings Coordinator

Directorate-General for Justice and Consumers (DG JUST) of the European Commission

Selection reference: JUST/COM/2026/804

Domain: Support Staff*

Where: Unit JUST.H.2 - Interinstitutional Relations and Communication, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 03.06.2026 - 12.00 (noon, Brussels time)

WE ARE

The mission of the Directorate-General for Justice and Consumers (DG JUST) is to vindicate and strengthen the rights of people living in the European Union, whether they are acting as citizens, as entrepreneurs, as consumers or as workers, wherever they are in the EU. Our policies are based on Europeans' core values and principles – freedom, democracy, rule of law, equality, tolerance, and respect for human rights.

Unit H2 is the Interinstitutional Relations and Communication Unit. We provide strategic advice and guidance to ensure smooth cooperation and negotiation with other EU institutions, particularly with the Council and the European Parliament. The team fosters strong links and strategic relationships with other institutions and represents the DG in relevant inter-institutional events.

Additionally, the Unit collaborates closely with other units within the DG and supports the Commissioners and the Director-General in preparing for Council and European Parliament-related meetings.

Furthermore, we communicate to the public and stakeholders on all EU justice, consumer and equality policies through a variety of channels, including press, web, social media, speechwriting and thematic awareness-raising campaigns.

We put our knowledge, skills, dedication and creativity at the service of Europe in the field of Justice and Consumers. The values which inspire our work are excellence, professionalism and team work.



WE PROPOSE

We offer a post of Administrative Agent for Briefings coordination in a unit of highly motivated and committed colleagues working in a friendly, dynamic and stimulating atmosphere.

As part of a coordination unit, this is a visible role, and you will have the opportunity to work with other units across the whole DG as well as other services.

In close collaboration with 2 other colleagues in the Briefings team, you will steer the briefing production process across DG JUST. As per the briefing team division of tasks, you could be responsible for coordinating briefing requests for our Commissioners, our Director-General and/or requests coming from other Cabinets/DGs, including the President and Executive Vice-Presidents. You will make sure there is quality and timely delivery. As part of the job, you will not only be responsible for coordinating briefings but also assist in developing knowledge sharing of best practices and methods across the DG.

You will be expected to liaise with our portfolio Commissioners' cabinets as necessary and/or the Secretariat-General's briefings team. You may also need to regularly liaise with the office of the Director-General.

You will also provide general assistance to the Interinstitutional team. This could entail, for example, assisting in the coordination of notes for the Commission's Group on Interinstitutional Relations or ensure back-up, as and when needed, to the other assistants in the unit.

The work is challenging and varied, and the post offers an excellent opportunity for a candidate with good planning and organisational skills to contribute to a key area of Commission policy. The successful candidate will enjoy a job with responsibility in a friendly working environment where positive contributions are valued.

WE LOOK FOR

We are looking for a skilled, well-organised colleague, with good coordination and interpersonal skills. He/she should have a high sense of responsibility, and ability to interact with units and directorates at different levels of hierarchy, as well as partner services and Cabinets.

The lively and fast-moving working environment means that we are looking for an autonomous person with excellent communication skills, pragmatic and solutions-oriented attitude, with team spirit and who is able to manage their work autonomously in a flexible way.

He/she should have an eye for detail, ability to prioritise and capacity to handle a heavy workload, efficiency and flexibility under the pressure of strict deadlines is required.

Experience in horizontal coordination tasks is necessary. Understanding of the Commission working procedures and related IT tools is requested. Fluency in English and a good command of French are required.



(Selection reference JUST/COM/2026/804)



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 JUST-H2@ec.europa.eu indicating the selection reference **JUST/COM/2026/804** 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.

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 (French).

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 group AST/SC.**

³ 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 **1st contract will be of 1 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.