



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.



Policy Officer

Directorate-General for Trade and Economic Security (DG TRADE) of the European Commission

Selection reference: TRADE/COM/2026/968

Domain: EXTERNAL RELATIONS

Where: TRADE.D.1 – USA and Canada, Brussels

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

Grade range: AD 5-7

Publication deadline: 12.06.2025 - 12.00 (Brussels time)

WE ARE

DG Trade and Economic Security has the task of conducting the EU trade policy, one of the exclusive competences of the EU. Trade policy plays a crucial role in building global partnership, enhancing the EU's economic competitiveness, and defending the EU from unfair trade practices and threats to its economic security

Within DG TRADE, Unit D.1 coordinates all trade and investment issues with the US and Canada. This covers a broad range of subjects and files, nearly all of which combine technical/legal and political features. They include the development of a positive trade and economic agenda between the EU and US, addressing trade irritants with the US, as well as coordination and implementation of the EU-Canada "Comprehensive Economic and Trade Agreement" (CETA). The EU's economic and trade relations with the US and Canada have an important strategic dimension, as they affect overall trade policy and our relations with other countries.

Unit TRADE.D.1, which consists of 14 colleagues, emphasises a friendly, inclusive and collegial environment, with a dynamic approach to tackling the very high workload. Colleagues work autonomously, but are encouraged to support each other across allocated portfolios, fostering a culture of burden-sharing and learning from each other. The unit operates based on the principles of responsibility, accountability, and collaboration.

WE PROPOSE

We offer a key Policy Officer role in TRADE.D.1 for a new colleague to contribute to the work of the unit in shaping and conducting our trade and investment relations with the United States.

The initial areas of responsibility of the post will include:

- General/horizontal policy making on EU-US trade relations;
- Technical analysis of US trade measures, in particular of US tariffs, including with a view to assessing their impact on EU-US trade;



- Supporting negotiations with the US, both by preparing supporting material for political-level negotiations as well as by actively participating in technical-level discussions;
- Coordinating work related to trade relations the US within DG TRADE, as well as with other Commission services;
- Supporting, as necessary, legislative processes (e.g. adoption of implementing acts; preparation of legislative proposals and support for trilogue negotiations);
- Drafting briefings and input as necessary on a wide range of general or specific issues.

Responsibilities are likely to change over time in function of developments in EU-US trade relations and thus require a high degree of flexibility and adaptability.

Colleagues in TRADE D.1 regularly participate in meetings with the Commissioner/senior management, contribute to the preparation of high-level meetings in a dynamic manner, and are fully associated when policy lines are being developed. The work involves continuous contacts with other Commission services, Member States, the Parliament, stakeholders, and counterparts in the US and other partner countries.

WE LOOK FOR

We are seeking an experienced candidate with a strong technical background in trade policy, outstanding analytical and conceptual skills, excellent drafting skills, and a proactive approach to new challenges. The successful candidate should possess a strong sense of responsibility and initiative, as well as a talent for organisation and coordination.

Essential qualities include:

- A collaborative and collegial attitude, enthusiasm and the ability to work effectively in a team to support TRADE.D.1's mission; the successful candidate will enjoy working with others across portfolios;
- The ability to produce high-quality texts, briefings and analyses on complex technical as well as highly political issues, often under short deadlines;
- Technical knowledge and prior experience in trade policy and negotiations, in particular as regards trade in goods (e.g. on rules of origin, tariff schedules, etc.);
- Advanced knowledge of US trade policy and the broader US political context.

In addition, prior practical experience in working on EU-US economic relations, in project management, or with analysis of (EU, US or other) customs and trade data, would be a distinct advantage. While English is the main drafting language, a good command of French would also 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 trade-D1-request-box@ec.europa.eu indicating the selection reference **TRADE/COM/2026/968** 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 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 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.

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.

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).



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. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ 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.**

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.

In principle, 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.