



## **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.



# Administrative Agent – Computer-based test operations and coordination

## In the European Personnel Selection Office (EPSO)

**Selection reference:** EPSO/COM/2026/683 (+ the number of vacant posts for similar profile in case of a group publication)

**Domain\*:** SELECTION

**Where:** Unit EPSO.02.002 – „Test Development and Delivery “, Brussels

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

**Grade range:** AST/SC1-2

**Publication deadline:** 15.06.2026 - 12.00 (Brussels time)

### WE ARE

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The European Personnel Selection Office (EPSO) is responsible for providing professional staff selection services on behalf of the Institutions of the European Union. Its mission is to attract and select talented individuals from across the EU through effective, fair and transparent selection procedures. As part of its ongoing efforts to enhance its role as a matchmaker between EU institutions and candidates, EPSO has undergone a business modernisation and transformation process.

The vacant post is available in the Test Development and Delivery unit. Its core mission is to contribute to an optimal organisation of work for implementation of the timely delivery/running of competitions and selections as approved by EPSO’s Management Board. This entails proposing the most suitable tests and test methodologies for the needs of the client institutions, managing the entire test development process and taking all necessary steps in view of test delivery, including for candidates with special requirements. The unit is furthermore responsible for managing external and internal partnerships related to test development and/or delivery as well as for Certification exams and the assessment of third-language proficiency.

The sector is further divided into two teams: the Test Delivery Operations team which focuses on computer-based test operations and handling of candidates with special needs and the Test Delivery Content team which deals with the technical preparation of test content. In addition, the sector deals with independent procedures, the delivery of Certification exams and the assessment of third-language proficiency. The job holder will work under the guidance of the Head of Sector, contributing to the effective execution of the sector’s responsibilities.



## **WE PROPOSE**

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The Test Development and Delivery unit of EPSO is seeking to hire one Administrative agent.

An exciting and multifaceted opportunity for an administrative agent to join a collaborative, highly committed and responsible team. The role is critical for the effective and timely running of open competitions and selection procedures.

We offer a dynamic and stimulating work environment that encourages initiative, collaboration, and teamwork. In this role, the selected candidate will be responsible for:

- the planning and smooth running of online remote tests;
- handling processes (e.g. setting up testing events, result management, reporting) in collaboration with the test provider and the team of Competition managers;
- coordinating testing activities with other EPSO entities.

## **WE LOOK FOR**

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We are looking for an administrative agent with the following profile:

Educational background:

- 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.

Professional experience: at least 1 year of experience in operational and/or administrative domain is desirable.

Required language knowledge: English (C1 level), French (B2 level), knowledge of any other EU official language is an asset.

We are looking for a highly responsible, dynamic and motivated colleague with the following skill set:

- Very strong organisational skills, with the ability to manage multiple tasks efficiently, set priorities, and meet deadlines in a dynamic work environment;
- Very good written and verbal communication skills, including fluency in English and proficiency in other official EU languages considered a valuable asset;
- Sharp attention to detail ensuring precise documentation and meticulous execution of administrative tasks;
- Proven ability to handle confidential information with the utmost discretion while adhering to data protection rules;
- Proficiency in office softwares, in particular Microsoft Excel and other Ms Office tools



(Word, PowerPoint) and hands-on experience with document management and collaboration tools (Ms Teams).

- A proactive and self-motivated work approach, with the initiative to support the operational team in a collaborative mindset.
- Strong interpersonal skills for effective and professional interaction with colleagues, stakeholders, and external partners.
- Strong resilience and adaptability in responding to changing priorities and navigating unexpected challenges in a constructive manner.



## **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 [EPSO-TDD@ec.europa.eu](mailto:EPSO-TDD@ec.europa.eu) indicating the selection reference EPSO/COM/2026/683 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 AST/SC jobs: 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 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/SC.**

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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.