



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 positions 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](#)



Human Resources Assistant in DG HR of the European Commission

Job title: HR Assistant “Personal Files”

Domain: Human Resources

Where: Unit HR.D.2- “Support Services for Active and Retired Staff”, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 22.05.2026 - 12.00 (noon, Brussels time)

WE ARE

About the Directorate HR.D: The Directorate HR.D, “Workplace & Wellbeing”, is responsible for designing and implementing human resources policies and practices that promote a healthy, safe, and supportive work environment. Our goal is to ensure that European Commission staff maintain a high level of physical and mental wellbeing, and that our workplaces are comfortable, environmentally friendly, and conducive to a proper work-life balance.

About Unit HR.D.2: Unit HR.D.2 plays a critical role in supporting the Commission's staff throughout their careers, from arrival to retirement. Our team defines and coordinates the Commission's social policy for active and retired staff and their families, ensuring that their needs are met and their wellbeing is protected. We are also responsible for managing personnel records (personal files) of staff under Article 26 of the Staff Regulations and providing training and assistance to various institutions and agencies using our electronic management system for personal files (NDP). By doing so, we contribute to the overall mission of the Directorate HR.D and help create a positive and supportive work environment for all Commission staff.

The Personal Files Section (composed of 7 persons) is responsible for preserving and managing the personal files of Commission and EEAS Statutory staff and providing training and assistance to the various institutions and agencies that wish to or already use the Commission’s application for managing the personal files via Service Level Agreements.

The primary responsibilities of the Personal Files section include:

- **Managing personal files:** creating and updating personal files via a specific application, enabling tracking of statutory staff career progression.
- **Inter-Institutional Data Exchange:** coordinating the transfer of personal files to and from other institutions or agencies, ensuring seamless and efficient data exchange.



- **Access Management:** Granting controlled access to authorized services, including HR Recruitment, PMO, OLAF, and ECA etc, to consult personal files as required.
- **Onboarding and Training:** Managing the onboarding process for the Personal Files management application, providing training and support to over 40 Service Level Agreement clients.
- **Responding to a high volume of requests** from Commission and EEAS statutory staff, services, and Personal Files' departments of other institutions/agencies, providing timely and accurate support.

WE PROPOSE

Unit HR.D.2 is seeking a highly skilled Human Resources Assistant with focus on Personal File Management. Apart from the daily management of personal files, the successful candidate will play a key role in coordinating projects related to the implementation and improvement of the NDP application, as well as assisting in tasks related to Data Protection.

The successful candidate will be responsible for:

- Coordinating projects to enhance personal files management, including developing new functionalities, implementing new processes, and reviewing existing ones.
- Managing digitized personal files (creation, updating, etc.) in accordance with statutory provisions, rules, and procedures specific to the Personal Files Section.
- Granting access to personal files, transmit files to institutions/agencies during staff transfers to and from the Commission.
- Contributing to the management of the functional mailbox for Personal Files, handling requests from staff members and services, and providing guidance and support on personal files management.
- Drafting and updating manuals for NDP in French and English, including the development of user guides and technical documentation.
- Contributing to ensuring the Personal Files Section's compliance with data protection regulations. Drafting official replies to data subject requests and preparing data breach reports. Assisting with updates of Data Protection Records.
- Sharing expertise and best practices with team members, developing guidelines and procedures to enhance the team's performance and efficiency.

WE LOOK FOR

We are seeking a highly motivated and organized candidate to join our team as a Personal Files Manager. The ideal candidate will possess a relevant professional experience, and excellent personal qualities. Having experience in IT Security will be an asset. Due to the nature of the tasks, good knowledge of English is required, and knowledge of French (minimum B2) is an asset.



HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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-D2@ec.europa.eu indicating the call for interest reference EC/2026/HR/514997 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from [the EPSO database](#)³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

¹ 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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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 a second official language.

³ Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this address <https://eu-careers.europa.eu/en/Cast-Permanent>



2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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 in Brussels.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG III**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **first contract will be 1 year**. Subject to the interest of the service, the contract may be renewed one or more times up to a maximum duration of 6 years.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group III 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.