



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.



Information and Communication Assistant - Webmaster Directorate-General COMMUNICATION (DG COMM) of the European Commission

Selection reference: COMM/COM/2026/978

Domain: Communication

Where: Unit COMM.DG.01, HR Correspondent & Internal Communication, Brussels

Staff category and Function Group: Temporary agent 2b - Assistant

Grade range: AST1-AST3

Publication deadline: 26.06.2026 - 12.00 (Brussels time)

WE ARE

The Unit is in charge of the overall HR strategy and its implementation, as well as internal communication in DG COMM. It supports staff engagement and change management. It supports DG COMM's Director-General and management team and works closely with DG HR and other central services in these areas. As part of DG COMM's domain leadership in external communication, the unit supports learning opportunities for the external communication community across the Commission.

The HR Correspondent and his/her team have a central HR role to support DG COMM's management by:

- Defining an HR strategy for the DG which is aligned with our business goals and workforce needs.
- Supporting change through the design and implementation of new organisational structures and accompanying staff & Managers with change management actions including team building events.
- Identifying the HR priorities and needs of the DG, including fostering the job mobility of its staff.
- Supervising efficient and effective HR administration in close cooperation with DG HR.
- Managing the HR budgets and the establishment plan allocations for COMM HQ and Representations.
- Supporting ethical behaviour through internal communication and managing ethical requests.

To foster staff engagement, knowledge management and operational alignment, the unit is in charge of further developing and implementing the Commission's Internal Communication and Staff Engagement Strategy in DG COMM, including planning and coordination of DG COMM internal communication activities and of the DG's intranet. It cooperates closely with other teams in the implementation of the DG's local knowledge management strategy, notably by supporting the modernisation and digitalisation of ways of working.



WE PROPOSE

COMM.DG.01 is seeking to hire an Internal Communication Assistant. You will be both our webmaster and SharePoint Online manager for internal communication as well as a key contributor to the further development and modernisation of our internal communication. The job requires a high degree of flexibility, adaptability to changing needs and excellent technical and communication skills.

You will in particular:

- Promote staff and managers' awareness on significant decisions, guidelines and procedures affecting their work.
- Ensure a coherent structure and attractive appearance of our intranet.
- Advise units and representations across DG COMM on their SharePoint Online presences and proactively suggest constant improvements.
- Propose new digital formats for staff engagement and internal communication actions,
- Collect and edit contributions and contents for the intranet, or other internal information and communication channels.
- Organise or contribute to internal events, seminars, workshops and presentations, as well as providing technical support.
- Support exchanges between staff members involved in a common domain and organise interactive communication and knowledge sharing within the DG and with other services.

WE LOOK FOR

We are looking for a

- A true team player who enjoys close collaboration with others.
- A flexible, adaptable and resilient colleague who is at ease with changing deadlines and flexible responses to urgencies, including outside regular working hours.
- An expert as webmaster/SharePoint Online manager who has in addition a true interest in developing our internal communication work.

You should bring the following skills:

- Full expertise in managing content on SharePoint Online to enable you to run and develop the intranet autonomously.
- Knowledge and experience of Teams, M365 and Commission AI tools.
- Strong presentation and communication skills with the ability to explain technical information to a non-expert audience.
- The ability to prioritise and organise your work autonomously in a highly reliable and efficient way.
- Planning and organisational skills.
- Skills in video editing and the creation of visual information products for the intranet.



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 COMM-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference COMM/COM/2026/978 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.

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).



➤ **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.

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 group AST.**

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 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.