



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, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta,



Poland, Portugal, 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 Briefing Co-ordinator

Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) of the European Commission

Selection reference: ECHO/COM/2026/1106

Domain: COMMUNICATION

Where: Unit ECHO.01 - Communications, events and briefings, Brussels

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

Grade: AST 1-3

Publication deadline: 19.06.2026 - 12.00, noon (Brussels time)

WE ARE

Unit 01 develops and implements the communication strategy of Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) to promote EU humanitarian aid and civil protection actions, as well as the role of the European Union as the leading donor in humanitarian aid and its role in emergency and disaster response. The unit is guided by and actively contributes to the implementation of the Commission's overall corporate communication priorities. The unit supports DG ECHO's advocacy activities, including raising awareness about and promoting humanitarian principles and International Humanitarian Law. The unit supports communication and media activities of the Commissioner for Equality, Preparedness and Crisis Management. In cooperation with the Spokesperson's Service, the Unit develops, supports and implements the media strategy. The unit's communication officers are part of the 24/7 duty system to perform communication tasks when a sudden emergency or crisis occurs, with the support of a network of Regional Information Officers in the field. The unit organises and coordinates large-scale events (such as the European Humanitarian Forum and the Civil Protection Forum), as well as awareness and engagement campaigns on EU humanitarian aid and civil protection. The unit manages a broad portfolio of online, social media and audio-visual tools. Under the guidance of DG HR as the domain leader, the unit develops and implements the internal communication strategy. The unit provides speeches for the Commissioner as well as coordinates and edits briefings for the Commissioner and the Director General involving several directorates.



WE PROPOSE

Unit 01 of DG ECHO is seeking to hire one Information and Communication Assistant – Briefing Co-ordinator.

The selected candidate will ensure timely delivery of high-quality briefings and speeches for the Commissioner within tight deadlines, He/she will ensure timely attribution, coordination and delivery of briefings for the Commissioner, the Director General and contribution to the briefings from other services (SG, EEAS, other DG's). He/she will oversee, monitor, and co-ordinate the quality of briefings while ensuring effective internal communication throughout their preparation. The successful candidate will prepare tailored reports, statistics and analytics for the DG, and deliver internal training sessions and presentations on briefings and BASIS to DG ECHO staff. S. He/she will provide first line support to all BASIS users in DG ECHO, and contribute to user research for the further development of the corporate BASIS System.

S/he will participate and represent DG ECHO at the SG Briefing Coordinators Network, and contribute to the overall development and implementation of related processes and tools within this domain. The successful candidate will also provide editorial support and ensure the clear drafting of relevant briefings while contributing to information and communication activities related to humanitarian aid and civil protection.

WE LOOK FOR

We are looking for an Information and Communication Assistant – Briefing Co-ordinator
The ideal profile for the job is:

- At least 2 years' experience in horizontal coordination, inter-service coordination and consultation is essential.
- Strong expertise in the BASIS system as a briefings coordinator, including its functionality, workflows, and end-to-end operational processes. Demonstrated ability to lead and actively contribute to user research initiatives, essential to the ongoing advancement and development of the future corporate BASIS system. A proven track record of delivering accurate user support, efficient troubleshooting, and rapid issue resolution in BASIS to ensure seamless day-to-day operations.
- At least 1 year experience in Civil Protection, Emergency Response and Humanitarian Aid is essential.
- A strong sense of responsibility and capacity to work under pressure.
- Outstanding communications skills with excellent drafting skills.
- A proven track record of planning and briefings coordination.
- Ability to manage competing priorities and deliver under tight deadlines.
- A good understanding of how DG ECHO operates.
- A good knowledge of the EU institutions and decision-making processes.
- Strong capacity to analyse statistics, data, and present complex issues in a clear and effective



manner.

- Self-motivated and able to work both autonomously and in a team.
- Ability to manage stress in a fast-moving environment.
- Capacity to build relationships and develop networks both inside and outside the Commission.
- Experience in political analysis would be an advantage.
- Native level English is an asset as English is the main working language for the Commissioner's briefings and speeches and related information and communication tasks.

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 ECHO-01-APPLICATIONS@ec.europa.eu indicating the selection reference **ECHO/COM/2026/1106** 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 either 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.

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 a second official 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 Audin **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)/2(d) 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\(2013\)9049](#) 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 that of a new competition published or already planned in the field. If there is none, recruitment will be at the level of AST/SC1. The maximum recruitment grade is AST/SC2, which may be granted based on the assessment of the needs of the service, notably the nature of the profile sought, the level of responsibility to be exercised, or the labour market conditions for the profile in question, and the duration of the candidates' previous appropriate professional experience.

The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) 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.