



## **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 Assistant

## Directorate-General for Taxation & Customs Union (DG TAXUD) of the European Commission

**Selection reference:** TAXUD/COM/2026/682

**Domain:** European Policy

**Where:** Unit TAXUD.D.2 – „Direct Tax Policy and Cooperation“, Brussels

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

**Grade range:** AST1-3

**Publication deadline:** 12/06/2026 - 12.00 (Brussels time)

### WE ARE

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The mission of the Directorate-General for Taxation and Customs Union (DG TAXUD) is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders.

The Directorate for ‘Direct Taxation, Tax Coordination, Economic Analysis and Evaluation’ (TAXUD.D) provides analysis of tax policies and practices pursued by the Member States in the area of direct taxation and identifies coherent strategies at Community level.

Unit TAXUD.D2 is in charge of direct tax policy, tax transparency and administrative cooperation in the area of direct taxation. The unit is involved in the Commission's initiatives on some of the most topical subjects in international taxation and administrative cooperation. Our work ranges from policy aspects and legislative initiatives to non-legislative initiatives and the practical implementation and evaluation of our projects.

More specifically, we follow the objective of creating a fairer business tax system in terms of profit allocation and the translation of international developments into EU law. Our work also covers tax aspects of the Savings and Investment Union, the Startups and Scaleups Strategy, the Dispute Resolution Mechanisms (DRM) Directive and the implementation of the Faster and Safer Tax Relief of Excess Withholding Taxes (FASTER) Directive. Furthermore, we are in charge of improving tax transparency in the EU, through greater exchange of information and cooperation between Member States (Directive on Administrative Cooperation - DAC).

The unit consists of two sectors and offers a challenging, open and stimulating professional environment. We have a friendly working atmosphere and encourage work across sectors and units. All members of the unit are very skilled, motivated and able to work independently in a convivial and experience-sharing spirit. The unit is service-oriented and work is based on teamwork and cooperation. We encourage personal and professional development also by supporting the work in cross-unit project teams.

The unit applies a flexible approach with respect to work organisation within the normal constraints of the work. The unit ensures integration of newcomers through mentoring and teamwork.



## **WE PROPOSE**

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The position will consist of providing administrative and coordinated assistance to the Unit and the Head of Unit.

### **ADMINISTRATIVE ASSISTANCE**

- Ensure management of the unit functional mailbox with the other colleague of the secretariat (follow-up of deadlines and drafting of replies)
  - Organise meetings with Member States through the different IT tools (WebEx, TEAMS, AGM, PICS)
  - Prepare draft agendas for the meetings
  - Share documents with the different institutions and public through the RegEx and RegCom applications
  - Organise meetings with external stakeholders
  - Act as the back-up of the colleagues in the secretariat
- ### **INTER-SERVICE COORDINATION and CONSULTATION**
- Request the translations of the draft documents and liaise with DGT
  - Launch the unit's legislative proposals Inter-Service Consultations in Decide
  - Follow up the assignment and replies to Inter-Service consultations
- ### **TREATMENT of CLASSIFIED or SENSITIVE INFORMATION**
- Share sensitive documents with colleagues (through SECEM)
  - Share EU restricted with different DGs and institutions (via also the dedicated applications RUE, etc.)

### **HORIZONTAL COORDINATION**

- Provide administrative support to the management for horizontal requests (update of translation planning, input coordination to the Annual Activity Report and Annual Management Plan, etc.)
- Request the holiday planning of the unit and ensure coordination with the Head of Unit
- Provide administrative support to the Head of Unit or Deputy Head of Unit on creation of job descriptions, vacancy notices, organisation of interviews, welcoming and integrating new staff members, etc
- Time-management: ensure follow-up in SYSPER of requests for teleworking, flexible work-patterns, sick-leave, missions, training etc

## **WE LOOK FOR**

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We are looking for a well-organised and dynamic person with strong commitment, a sense of responsibility, flexibility and initiative. The successful candidate is a good team player, able to work independently when required, with excellent communication and organisational skills, and a proactive approach to supporting the daily administrative operations of the team.

A very good knowledge of internal Commission procedures as well as experience with ARES, DECIDE, CircaBC, PICS, REG EXP, REG COM, AGM, MIPS+, SYSPER, WebDor, SYSPER, BASIS, ePoetry.

He/She will be mainly working in English, a good command of French is required and knowledge of another language is an asset.



## **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 [TAXUD-UNIT-D2@ec.europa.eu](mailto:TAXUD-UNIT-D2@ec.europa.eu) indicating the selection reference TAXUD/COM/2026/682 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 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**

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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.