



## **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 try several areas or move between different policy areas 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 Sweden. 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](#)



# Knowledge Management Assistant

## at the Publications Office of the European Union

**Job title:** Knowledge Management Assistant - Reference Data Team

**Domain:** Knowledge Management and Sharing

**Where:** Unit OP.A.1 - Data and Format Standardisation Services, Luxembourg

**Function Group:** FG III

**Contract Type:** 3b

**Express your interest until:** 10.07.2026 - 12.00 (noon, Brussels time)

### WE ARE

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The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies, and agencies. As such, it is the central point of access to EU law, publications, data, research results, procurement notices and other official information. The Publications Office therefore plays a central role in informing the public about what the EU does and means for them, and in unlocking the power of data.

Its mission is to support EU policies as a centre of excellence for data, information and knowledge management, and to ensure that this broad range of information is available to the public as accessible and reusable data to facilitate transparency, economic activity and the diffusion of knowledge.

The Publications Office publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

Unit A.1 'Data and Format Standardisation Services' promotes and supports the standardisation of metadata and digital formats to facilitate interoperability between the EU institutions and with third parties, including the Member States. The unit coordinates the collective standardisation efforts of the EU institutions under the umbrella of the Interinstitutional Metadata and Formats Committee (IMFC) to support the development of standards for legislative documents at the interinstitutional level. It is the corporate centre of excellence for reference data management in the European Commission.

### WE PROPOSE

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The Reference Data and Style Guide sector is at the heart of publishing semantic assets used by various EU institutions and agencies: our team maintains and publishes multilingual corporate



reference data assets, code lists, controlled vocabularies (authority tables, taxonomies, thesauri, glossaries) and ontologies. We provide direct support to clients and stakeholders, contribute to interoperability and standardisation, and work with modern semantic technology solutions such as VocBench, ShowVoc and more standard ones like TLT (Translation, Localisation & Terminology). We also promote these services, provide trainings and guidance to users from EU institutions and beyond.

We propose a dynamic and versatile job in an open, collaborative, and friendly atmosphere. You will have the opportunity to work on projects that facilitate interoperability between EU institutions and third parties such as Member States. You will contribute to providing services in line with customer needs and play a critical role from the creation and enhancement of reference data assets until their publication on the EU Vocabularies website. You will collaborate with internal and external stakeholders, including networks like the Corporate Reference Data Management group and the Semantic Interoperability Community (SEMIC), and support communication initiatives. You will as well contribute to the development and maintenance of the unit's knowledge base and promote synergies around tools and methods. Consequently, it is expected to continuously stay informed about developments in the fields of semantic technologies and artificial intelligence.

## **WE LOOK FOR**

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We are looking for a dynamic, proactive, motivated and service-oriented colleague. The successful candidate will play an active role in supporting the delivery of knowledge management and multilingual reference data services, in close interaction with colleagues, clients and stakeholders from different backgrounds. A solid experience in areas such as knowledge management, reference data, interoperability or related areas will be a strong asset, allowing the successful candidate to contribute from an early stage to the team's achievements in a structured, reliable and client-focused manner. Our future colleague will be supported by regular exchanges with team members, both on site and online, and a clear plan to learn and grow.

Our future colleague combines strong service orientation with sound professional abilities; you are a communicator with the ability to convey information clearly, adapt messages to different audiences and support effective exchanges with clients and stakeholders; you can draft clear, structured and accurate written material; you have a strong interest or preferably a professional experience in knowledge management, data or reference data management, standardisation, interoperability or related domains; you know how to organise and prioritise requests; you are a problem-solver with focus on finding practical and reliable solutions; you work in a structured way with a high sense of responsibility, attention to detail and you strive for continuous improvement; you can work effectively both independently and as part of a team, including through digital collaboration tools (e.g., SharePoint, MS Teams, M365, WebEx). Considering the evolutions in technologies supporting semantic interoperability and knowledge management services, you are avid to learn continuously.



Following assets would be particularly valuable for the role: experience in project coordination or project management; experience in service management and / or customer relationship management, familiarity with semantic technologies and standards, such as RDF, OWL, SKOS or SPARQL; flexibility and resilience; experience or knowledge in website content maintenance and management.

## **HOW TO EXPRESS YOUR INTEREST?**

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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 [marc.vanderperren@publications.europa.eu](mailto:marc.vanderperren@publications.europa.eu) indicating the call for interest reference **COM/2026/453404** 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 EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> 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<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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<sup>1</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).

<sup>2</sup> 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.

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<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this [address](#).



## **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 **Luxembourg**.

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.