



## **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, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, 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 Support Agent - Interpretation outside Brussels

## Directorate-General Interpretation (DG SCIC) of the European Commission

**Selection reference:** SCIC/COM/2026/1085

**Domain:** Interpretation

**Where:** Unit SCIC.B.2 - „Programming of Interpretation“, Brussels

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

**Grade range:** AST/SC1-2

**Publication deadline:** 15.06.2026 - 12.00 (Brussels time)

### WE ARE

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The Directorate-General for Interpretation (DG SCIC) facilitates the EU's democratic decision-making process by providing high quality conference interpretation to EU institutions, bodies and agencies and by delivering corporate conference organisation and meeting room management services across the Commission.

Directorate B - Interpretation Services Management and Professional Support - manages the provision of interpretation in EU institutions by i) helping attract talent and train future interpreters ii) programming teams of staff and freelance interpreters to meetings serviced by DG SCIC, iii) ensuring client interface and support to interpreters with documentation, terminology and particularly related to new delivery modes iv) administering the interinstitutional pool of freelance interpreters.

Unit SCIC.B.2, "Programming of Interpretation", in charge of Programming of Interpretation, coordinates and manages the provision of interpretation for some 30 to 40 meetings a day in the Commission, the European Council, the Council of the EU, the European Economic and Social Committee, the Committee of the Regions as well as other agencies and bodies of the European Union. It is a highly operational unit responsible for the operational aspects of the organisation of interpretation in meetings in Brussels and abroad. It is a central unit in the DG interacting with a wide range of interlocutors, be it externally with our customer Institutions or internally with other units within Directorate B, with the Interpreters' Directorate managers, the Resources and corporate services Directorate, interpreters themselves and staff representatives.

The "Interpretation outside Brussels" Sector coordinates the assignment of interpreters to meetings outside Brussels, including to high-level meetings of the rotating Presidency, in line with the applying framework of interpreters' working conditions, and the objectives of sound management and cost-efficient deployment of resources. It is a core function in DG SCIC involving constant interaction with meeting organisers, services within SCIC, and, above all, interpreters. While each

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team member has specific responsibilities, they work closely together as a team.

The unit is located in Brussels. The Interpretation outside Brussels consists of 6 people: a head of sector, 5 staff members, plus 3 interpreters drawn from a small pool of trained volunteers who are assigned in rotation to reinforce the team in busy periods and to provide insight into the interpreters' work.

## **WE PROPOSE**

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Under the supervision of the Head of Sector, your job will be to programme interpretation services for meetings of both political and technical level, taking place in various EU Institutions and in the framework of the rotating Presidency of the EU. You will handle requests for interpretation, and all arrangements related to them, including changes arising from new priority meetings being requested, meetings being changed or cancelled, as well as unavailability of individual interpreters. For that, you will maintain regular contacts with meeting organisers, interpreters and the Commission's travel agency as well as with PMO, with regard to interpreters' missions.

The service is going through a modernisation and digitalisation process. You will contribute to the design and conception of the programming processes and the digital solutions of the future, which will make use of new tools like AI. The aim of this exercise is to better fit the evolving needs of meeting organisers, interpreters, and programmers.

The position offers large professional development possibilities depending on your ability to learn fast and take new tasks. The tasks are compatible with teleworking, in line with Commission provisions.

## **WE LOOK FOR**

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We are looking for a problem-solver, with eye for detail without losing sight of the bigger picture, dynamic and result-oriented, and who is also a team player, ready to seize this opportunity to work in a stimulating environment.

The ideal candidate:

- is service-minded and client oriented
- has excellent analytical and organisation skills
- is open to change and knows there is always room for improvement
- works independently and at the same time is a good team player who takes a flexible approach
- can deliver results in a structured and constructive way, within tight deadlines
- can react quickly to unforeseen circumstances
- can easily communicate in English, orally and in writing
- interacts with colleagues at all levels, with tact and discretion
- is at ease with IT tools and ready to grasp the benefits of using new technologies
- has an interest in planning of conference interpreting and on how it is provided within the context of the EU Institutions
- will quickly be able to understand the different elements to be factored in, be they of linguistic nature, linked to the working conditions applying to interpreters or to the technicality or political



sensitivity of meetings.

You are a quick learner who, after receiving adequate training, will be able to analyse constraints and come up with sound solutions. You will quickly master in-house IT applications for the assignment of interpretation teams. Your natural ability to perform this task may be tested as part of the recruitment procedure through a hands-on test.

If you are interested in contributing to the dynamic interpretation services within the European institutions, join us in making a meaningful impact through good coordination and logistical expertise.

Having a good knowledge of conference interpreting and how it is provided within the context of the EU Institutions is an advantage.

### **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 [SCIC-B2-SECRETARIAT@ec.europa.eu](mailto:SCIC-B2-SECRETARIAT@ec.europa.eu) indicating the selection reference **SCIC/COM/2026/1085** 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.

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/SC.**

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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).



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## ➤ **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 of 1 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.