



## **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 Assistant - Recruitment of auxiliary conference interpreters and interpreters' time management**

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

**Selection reference:** SCIC/COM/2026/1087

**Domain:** Interpretation

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

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

**Grade range:** AST1-3

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

### **WE ARE**

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The Directorate-General for Interpretation (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 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 and terminology and iv) administering the interinstitutional pool of freelance interpreters. Unit B2, in charge of Programming of Interpretation, coordinates and manages the provision of interpretation in meetings of 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.

The unit is located in Brussels. 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, the Resources and corporate services Directorate, interpreters themselves and staff representatives.

The unit is currently staffed with 35 colleagues and a group of interpreters providing ad-hoc assistance. The Head of Unit is supported by a Deputy Head of Unit, and three Heads of Sector. Within Unit B2, the ACI recruitment sector plays a central role in contributing to ensure availability of a sufficient number of interpreters, thanks to the recruitment of Auxiliary Conference Interpreters (ACIs) to complement the permanent staff interpreters assigned to our meetings and

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time management of staff interpreters in line with the specific framework that applies to them. This is a central operation to SCIC's activities since ACIs account for around 50% of all interpretation provided. It involves some 50 000 contract days being issued in an average year and annual expenditure of up to EUR 50 million.

## **WE PROPOSE**

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You will deal with a variety of tasks in the area of time management of interpreters and freelance interpreters' recruitment. You will be responsible for recruiting the needed ACIs to cover demand for given dates and languages and for assessing and processing staff interpreters' absence requests and work patterns. You will also be called to monitor available resources and to contribute to forecast ACI recruitment needs. Among your daily tasks, you will:

- assess needs with a view to satisfying the highest possible demand, and undertake the recruitment of ACIs in a cost-effective manner
- manage ACI contracts
- act as leave manager for staff interpreters
- monitor resources and their availability
- maintain contacts with various stakeholders, including meeting organisers, interpreters and colleagues in other SCIC services.

For that, you will use SCIC internal databases as Pearl, Indispo, Engagements, Signalétique as well as corporate tools like Sysper and ARES.

## **WE LOOK FOR**

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You are a dynamic, result-driven colleague, with excellent organisational skills, able to work autonomously and to deliver high-quality results. You know how to analyse data and effectively use these for future planning. As you will be in regular contact with a wide range of stakeholders, especially interpreters and meeting organisers, you will need good communication and interpersonal skills, which will allow you to smoothly integrate the team where members work closely together. Occasionally, you must be ready to work within tight deadlines when dealing with last-minute requests.

Our Unit works in English and French; the knowledge of other languages would be an asset. Experience in the field of interpretation services management and interpreters' time management 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 [SCIC-B2-SECRETARIAT@ec.europa.eu](mailto:SCIC-B2-SECRETARIAT@ec.europa.eu) indicating the selection reference SCIC/COM/2026/1087 in the subject.

**No applications will be accepted after the publication deadline.**

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## 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.**

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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 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.