



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, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Latvia, Luxembourg, Malta, Poland, 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.

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.



Business Analyst

in DG RTD – European Commission

Job title: Business Analyst – Feedback to Policy Data and AI Services

Domain: SCIENCE and RESEARCH

Where: Unit RTD.H5-Common knowledge and data management service, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 25.08.2026 – 12.00 (noon, Brussels time)

WE ARE

The Directorate-General for Research and Innovation (DG RTD) is responsible for designing, developing and implementing the European Research and Innovation (R&I) policies and programmes that, together with relevant investment agendas and regulation, aim to accelerate the transition towards a sustainable, fair and prosperous future for people and planet; achieve the desired scientific, technological and societal impact; are based on evidence and the involvement of citizens and innovation ecosystem stakeholders; are implemented in an ethically robust, effective and efficient manner; and focus on European added value.

We are the Common Knowledge and Data Management Service, which is part of the Common Implementation Centre in DG RTD. It coordinates the governance and operational management of data originating from our EC Corporate Grant Management systems and serves internal and external related data needs for policy design and monitoring, transparency and regulatory purposes through data products and services. It coordinates and operates valorisation support activities to maximise the impact of Research and Innovation projects funded through EU Grants.

As suggested by the position that we publish, we develop and support the Feedback to Policy (F2P) services to channel evidence from EU funded research projects and external sources to DG RTD's work programme and policy making process. In this setting, we serve as the principal link with policy teams to gather, assess, and formally record business requirements at the intersection of business and data. Building on this, we develop methods and approaches to ensure that policy needs are accurately captured and translated into actionable data services.



WE PROPOSE

Unit RTD.H5 - Common Knowledge and Data Management Service in Directorate-General for Research & Innovation of the European Commission - is seeking to hire one Business Analyst Officer for Feedback to Policy Data and AI services.

As a Business Analyst for Feedback to Policy you will develop and support the Feedback to Policy (F2P) services to channel the evidence from EU funded research projects and external sources to DG RTD's programming work and policy-making process. You will act as the main liaison between the policy-business side and the Common Implementation Centre data and AI services to elicit, analyse and formally document business requirements at the business-data interface. You will design approaches and methodologies – including AI-driven tools and knowledge management processes – to ensure that policy needs are accurately captured, validated and translated into actionable data services. Your responsibilities will include:

ANALYSIS and INTELLIGENCE

- Participate in the full data-management life-cycle: data collection, storage, FAIR-compliance checks, quality assurance and metadata curation.
- Contribute to the enhancement of corporate tools, supporting the development of “portfolio analysis as a service” for Feedback to Policy.
- Assist in the development and testing of AI-based analytics (e.g. large-language-model prototypes) in line with the Commission corporate AI policy.

USER ORIENTED DEVELOPMENT of STATISTICAL PRODUCTS

- Work with cross-service groups – including Executive Agencies, Joint Undertakings – to improve existing data services and co-design new ones that meet policy-needs.
- Gather user requirements (including for AI tools) and feed them back to the F2P Correspondents and Joint Teams to ensure alignment with programme priorities.

KNOWLEDGE MANAGEMENT and SHARING

- Produce clear documentation and “how-to” guides for the F2P knowledge management processes and the F2P intranet, facilitating uptake of best practices across the R&I family.

WE LOOK FOR

We are looking for a proactive, user-oriented and well-organised professional with experience in analysis and advice, process and project management who can conceptualise problems, identify and implement solutions.

Key experience, competencies and skills:

- Experience in business analysis and process and project management.
- Strong user orientation, with ability and experience in gathering user requirements and



feeding them back into processes and development of tools (including AI tools).

- Strong capacity to deliver in a structured way.
- Strong planning capacity.
- Ability to work in a team.
- Excellent written and oral communication in English.

HOW TO EXPRESS YOUR INTEREST?

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 to RTD-H5-CA-APPLICATIONS@ec.europa.eu by the publication deadline indicating the call for interest reference **EC/2026/RTD/521000** 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 education which corresponds to completed university studies of at least three years attested by a diploma.

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 EU²
- AND have a satisfactory knowledge (minimum level B2)³ 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).

³ For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from [the EPSO database](#)⁴ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best 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.

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 **Brussels**.

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 IV**. 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).

⁴ Therefore, candidates who did not pass already a CAST on the level Function Group [IV], should register their profile at this address: <https://eu-careers.europa.eu/en/Cast-Permanent>



Contract agents recruited in Function Group IV 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.