



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 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.

For more information 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](#)

¹ 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 Interpretation (DG SCIC) of the European Commission

Selection reference: SCIC/COM/2026/1273

Domain*: Interpretation

Where: Unit SCIC.B.3.003 - SCIC Coordination Office in Council, EESC and CoR, Brussels

Staff category and Function Group: Temporary agent 2b - Assistant

Grade range: AST1-3

Publication deadline: 15.07.2026 - 12.00 (Brussels time)

*: please use one of the standardised domains that can be found [here](#)

WE ARE

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 interpretation talent and ensuring professional development of interpreters ii) programming interpretation for meetings serviced by DG SCIC in the Commission and other EU client institutions, iii) ensuring client interface for meetings with interpretation and support to interpreters with documentation and terminology and iv) ensuring the management of the interinstitutional pool of conference interpreting agents (ACIs). Unit B.3 contributes to the provision of quality interpretation for meetings organised by the Commission, the Council, the European Economic and Social Committee (the EESC), the Committee of the Regions (CoR) as well as by other clients, by:

- ensuring client interface with all Institutions and bodies serviced by SCIC with interpretation;
- raising awareness among meeting organisers, speakers and participants about best practices in multilingual communication, in close coordination with other Directorates;
- processing of Meeting Reports to get feed-back and follow-up on lessons-learned;
- providing SCIC-wide strategic guidance related to meetings with interpretation delivered through interpretation platforms;
- making background and meeting documentation as well as relevant terminology available to interpreters;

The Unit also contributes to modernising, digitalising and greening the interpretation services provided by DG SCIC.



Within the B.3 sector 002, the SCIC Coordination office in Council, EESC and CoR, is responsible for ensuring the meeting preparation for interpreters, smooth running and follow-up of the meetings with SCIC interpretation and cooperation with SCIC counterparts in Council, EESC and CoR.

WE PROPOSE

SCIC.B.3.002 is seeking to hire one Administrative Assistant for relations with the Council of the EU, European Economic and Social Committee and the Committee of the Regions.

The position will consist of liaising with a number of both external and internal stakeholders. In particular, you will monitor functional mailboxes and ensure timely follow-up, manage and distribute meeting documents for interpreters (including requesting paper copies), liaise with meeting organisers on operational and logistical matters, and support SCIC interpreters with ad hoc organisational and IT issues. You will also maintain office infrastructure and supplies, distribute team sheets, follow up on meeting reports, ensure access to Council, European Council, EESC and CoR premises for interpreters and visitors, encode future meetings in the SCIC database, and update communication addressed to interpreters.

During the week, you will rotate between the SCIC offices in the EESC/CoR and the Council but the one in the EESC/CoR will be your primary place of work.

This position is generally incompatible with teleworking from home and it requires an early start in the morning (usually at 08:30, sometimes at 07:30).

WE LOOK FOR

We are looking for a versatile individual who can work autonomously, has a keen eye for detail, while possessing excellent team-working skills. Success in this role requires the ability to interact effectively with a wide range of interlocutors, both in person and in writing, and therefore calls for diplomacy and strong interpersonal communication skills. A proactive and autonomous working style is essential.

The candidate should already have some work experience as an assistant, possibly in the area of interpretation, as well as a tertiary education diploma. We also require a thorough knowledge of English (C1) and French (B1), while other languages will be an asset. Good writing skills are essential for this position.

HOW TO EXPRESS YOUR INTEREST?

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-Council-office@ec.europa.eu indicating the selection reference [SCIC/COM/2026/1273](#) 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:

FOR AST and AST/SC jobs: 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 EU²
- 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.

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).



➤ **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 priority³. 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 French.

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 group AST.**

³ 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 **1st 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.