



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.



Policy Coordinator

in **SG** of the European Commission

Job title: Policy Coordinator

Domain:** EUROPEAN POLICY

Where: Unit SG C.4 – “Implementation Support”, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 31/08/2026 - 12.00 (noon, Brussels time)

WE ARE

The Secretary-General of the European Commission ensures the overall coordination of the Commission's work, supports the President, and oversees strategic planning and policy coherence across all departments.

Directorate C of the Secretariat-General is in charge of strategic planning and programming, foresight, better regulation and simplification, the implementation and enforcement of EU law, as well as the multiannual financial framework and the annual management cycle.

Unit C.4 is responsible for developing a corporate approach and coordinating the Commission's support to Member States for the implementation of EU policies and the acquis. Unit C.4 is responsible for identifying at an early stage across the priorities of the Commission and its annual work programme the implementation needs, and the available EU tools and instruments to effectively deliver support to the Member States. For that purpose, the unit coordinates the Implementation dialogues of all Members of College as well as their Annual Progress reports on Simplification, Implementation and Enforcement. The Unit is also responsible for the coordination for the preparation of the Annual Overview report on Simplification, Implementation and enforcement.

Our mission includes:

- Overseeing and coordinating the organisation of the Implementation Dialogues;
- Collecting information from stakeholders as shared during the dialogues on needs identified in the Member States for the implementation of EU policies and acquis;
- Identifying how EU funding across instruments (i.e. including but not limited to the Technical Support Instrument) can help implementing EU policies and acquis;
- Contribute to the preparation of the Commissioners' annual progress reports and the Commission's Overview Report on simplification, implementation and enforcement to follow-up on progress in the implementation of political priorities;
- Collecting and disseminating best practices in implementing EU policies and acquis;
- Engage with EU institutions and the other bodies (e.g. Committee of the Regions and European Economic and Social Committee) on implementation support issues.



Our mission is to support the European Commission's corporate approach to supporting Member States in the effective implementation of EU policies and the *acquis* by coordinating implementation support activities across policy areas. This includes fostering coordination among Commission Directorates General and providing guidance aligned with the Commission's simplification and implementation agenda. The Unit is part of Directorate C which is responsible for driving the simplification and implementation agenda. In this context we work closely with the Simplification and Enforcement Unit to identify implementation needs and ensure that support measures contribute to simplification objectives while facilitating the effective application of EU legislation.

WE PROPOSE

Unit SG.C.4 is looking to hire a policy officer and offers the opportunity to be part of a friendly unit that coordinates a new workstream and varied work.

The successful candidate will contribute to the coordination and strengthening of implementation support actions towards effective implementation of EU policies and legislation. The role involves working closely with Commission's Directorates-General/Services, EU institutions, Member States and stakeholders to identify implementation support needs, coordinate implementation support activities, facilitate exchanges of best practices, and contribute to reporting on simplification, implementation and enforcement priorities. The position also includes supporting the DGs and Cabinets in the organisation of the Implementation Dialogues of Members of College; and the preparation and follow-up of the Annual Progress Reports and the Overview Report on Simplification, Implementation and Enforcement.

The position will also consist of liaising with portfolio DGs on policy-issues, consulting, coordinating and ensuring contacts with other SG Units; coordinating and interfacing with Cabinets.

WE LOOK FOR

We are looking for a motivated and collaborative candidate with a strong understanding of EU implementation support processes and the tools available to assist Member States in delivering EU policies and legislation.

The successful candidate should demonstrate:

- Understanding of implementation support processes and relevant EU instruments.
- Proven ability to coordinate work across several policy domains and collaborate effectively with different Commission Directorates-General.
- Experience in guiding and supporting DGs throughout reporting and implementation monitoring cycles.
- Excellent coordination, analytical, and communication skills, with the ability to work in a complex institutional environment.
- Ability to analyse and / or assess relevant data and information in order to develop and monitor support to address needs identified from the Implementation Dialogues.
- Coordination skills for the complex preparation of the annual reporting cycle.
- Ability to prepare and/or coordinate briefings, working papers and other material.
- Ability to identify strategic policy areas with implementation needs and relevant tools



for implementation support in key policy areas, notably under the Commission Work Programme.

- Curiosity, flexibility, ability to prioritise and work with tight deadlines, and desire to continuously learn.
- Strong sense of collaboration with team members, sense of initiative and very good inter-personal skills.

Previous professional experience in a Commission Directorate-General or another relevant EU institution is required. The ideal candidate would be proactive, well-organised, and able to build constructive relationships with a wide range of internal and external stakeholders.

Experience in collaboration with Member States and/or in setting-up process involving EU Member States would be an asset.

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 by the publication deadline to SG-C4-IMPLEMENTATION-SUPPORT@ec.europa.eu indicating the call for interest reference EC/2026/SG/469000 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.

➤ 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

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/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.

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>



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 of 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 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.