



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.



Knowledge Management Assistant- Member of the Knowledge Management Team

Directorate-General for budget (DG BUDGET) of the European Commission

Selection reference: DG BUDG/COM/2026/1225

Domain: Budget and finances

Where: Unit BUDG.0.2 - Communication and knowledge management, Brussels

Staff category and Function Group: Temporary agent 2b/2d/2a – Assistant

Grade range: AST1-3

Publication deadline: 24.07.2026 - 12.00 (Brussels time)

WE ARE

DG BUDG is responsible for managing the budget of the European Union and plays a central role in achieving the Commission's political priorities. As domain leader on financial management, DG BUDG has a growing strategic role at the heart of the Commission.

DG BUDG is committed to offer equal opportunities, foster a rich, diverse and equal and inclusive working environment.

Within DG BUDG, we are unit 02 - the Communication and Knowledge Management Unit. We manage all external and internal communication matters across the DG and promote the active sharing of knowledge on financial and budgetary matters within the Commission, as well as with Agencies, Bodies, and other EU institutions. Our team reports directly to the Director-General.

We carry out our mission by organising a wide array of communication and knowledge-sharing activities. We have also built and are operating a new corporate platform, BUDGpedia which aims to be a one-stop-shop for all finance and budget information in the Commission and beyond. Our team is regularly exposed to external stakeholders and carries high visibility in the Commission and beyond.

By pooling together in-house communication and knowledge management expertise, we aim to communicate to our external stakeholders and to the budget and finance community of the EU Institutions in a coordinated and sustained manner on all the key files of DG BUDG.

The job holder should:



- Define and maintain editorial standards and page quality criteria for all content of the corporate knowledge management platform.
- Conduct page quality reviews and audits and provide clear, structured and actionable feedback to gardeners.
- Own and maintain the platform's information architecture including site structure, navigation, taxonomy, and term store.
- Develop and deliver content quality guidance, best practices, and training for the gardener network.
- Contribute to the editorial dimension of AI-readiness preparation including metadata consistency, content deduplication, structural review.

WE PROPOSE

Unit 0.2 of DG BUDGET is seeking to hire one knowledge management assistant

The role we propose is that of knowledge management assistant to join the BUDGpedia team.

BUDGpedia is the European Commission's corporate knowledge management platform for budget and finance staff in the EU institutions, bodies and agencies. Built on SharePoint Online, the platform serves 9 000 – 10 000 regular users per month, hosting 300 pages and 11 500 files. To ensure content remains accurate and up to date, BUDGpedia relies on a network of over 100 dedicated content contributors ('gardeners') from DG BUDGET, who curate and maintain its resources.

The knowledge management assistant is responsible for the editorial standards, content quality, and information architecture of the BUDGpedia platform.

The successful candidate will serve as the primary point of reference for content governance, ensuring that gardener contributions comply with corporate writing and web publishing standards, and that the platform's taxonomy and metadata remain accurate, consistent, and AI-ready. The role combines subject-matter expertise in EU budget and finance with strong editorial and knowledge management skills. It is placed within the BUDGpedia team and reports directly to the team leader.

WE LOOK FOR

We are looking for a knowledge management assistant to join the BUDGpedia team.

Selection criteria — essential

- Solid knowledge of the EU budget and finance domain, with sufficient expertise to judge content accuracy and identify substantive gaps.



- Ability to understand complex budgetary and finance concepts and translate them into clear, accessible web content for a non-specialist audience.
- Proven editorial experience in writing, reviewing, and structuring content for online or corporate publishing.
- Familiarity with corporate writing and web publishing guidelines.
- Familiarity with SharePoint Online or a comparable content management system.
- Good understanding of information architecture: taxonomy, metadata, navigation.
- Ability to establish editorial standards, provide constructive feedback, and build and strengthen the editorial capability of the contributors to the corporate knowledge management platform.
- Excellent written English and drafting skills.

Selection criteria — advantageous

- Experience with knowledge management governance in a large organisation.
- Experience with AI or data readiness projects (metadata, classification, content structuring).

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 BUDG-MAILBOX-U02@ec.europa.eu indicating the selection reference DG/COM/2026/1225 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 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.

➤ What about the selection steps?

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).



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 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. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ 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)/2(d)/2(a) of the [Conditions of Employment of Other Servants](#), in function groups 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.