



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.



HRM Assistant – Selection and Recruitment of Contract and other Agents

Directorate-General HR (DG HR) of the European Commission

Selection reference: HR/COM/2026/512

Domain: Human Resources

Where: Unit HRE.3.001 – “Recruitment & Mobility: Officials, Temporary & Other Agents”, Luxembourg

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

Grade range: AST1-3

Publication deadline: 17.08.2026 - 12.00 (Brussels time)

WE ARE

Unit HRE.3 provides HR services to the Commission DGs based in Luxembourg. Our main activities are organized around three sectors:

- Selection, recruitment & mobility
- Talent management (local learning & development actions - including team events, career guidance and coaching)
- Welcome & departure desk, expat administrative support, wellbeing

Sector 1 "Recruitment & Mobility: Officials, Temporary and Other Agents" counts 17 people and is in charge of the selection, recruitment and mobility, as well as of the performance management of officials, temporary agents, contract agents, employees under the Luxembourgish law, interim agents, trainees and external staff as well as of the selection of middle managers for the DG' based in Luxembourg, in cooperation with unit DG HR.02.

WE PROPOSE

Contribute to the selection and recruitment of contract and other agents in the Commission client DGs in Luxembourg.

HUMAN RESOURCES MANAGEMENT

- Ensure clear and adequate communication with relevant stakeholders.
- Implement HR processes and procedures for the relevant Directorates-General in a timely, consistent and fair manner and in accordance with the established rules.
- Provide a professional service, delivering on expectations and carrying out all duties with accuracy, attention to detail and promptness.
- Liaise with HR Correspondents and central services of DG HR during regular meetings and feedback.
- Ensure timely and accurate data encoding and updating using relevant IT tools and databases.



SELECTION and RECRUITMENT

- Contribute to the selection process of interim agency staff (requests and analysis of CVs).
- Verify payments.
- Manage contracts of interim agency staff (new contracts, extensions, end of contract).
- Encode interim agency staff in Sysper.

SELECTION and RECRUITMENT

- Report complex cases to the head of sector and identify cases for which a check at higher HR level is necessary (derogation).
- Provide practical support and guidance to managers throughout the recruitment process.
- Manage selection procedures of contract agents (validating job descriptions, publishing jobs, collecting applications, prechecking eligibility, analysing CVs of potential candidates, supporting selection panels, participating in panel interviews, communicating with applicants).
- Manage recruitment procedures of contract agents (inviting candidates to medical visits, collecting supporting documents from candidates, checking them, compiling a complete recruitment file, assessing the relevance of the educational background and professional experience in relation to the job to be covered, establishing the ranking sheet, preparing offer letter and contract in eSIRE, communicating with the candidate to be recruited).
- Contribute to the assessment and measures regarding conflict of interest.

HUMAN RESOURCES MANAGEMENT

- Prepare mobility acts, extensions of contracts, non-renewal letters and any other administrative acts as necessary.
- Provide support to staff and recruiting managers on issues related to selection and recruitment.
- Act as a role model by seeking to continuously update HR knowledge and competencies in the area of responsibility.
- Ensure timely and accurate filing of the personnel file in the NDP.

WE LOOK FOR

We are looking for a colleague with very good organizational skills, eye for detail, a developed sense of initiative, and good interpersonal skills. Your daily work will involve contacts with recruiting managers, applicants, selected candidates, HR Correspondent teams, and other units in DG HR or the European Commission, so service mindfulness, client orientation, discretion and diplomacy as well as a acute sense of collaboration are essential. Although it will be considered an important asset, no previous experience in HR is required, as the selected candidate will receive on-the-job training.



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 HR-LUX@ec.europa.eu indicating the selection reference **HR/COM/2026/512** 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:

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.

➤ Type of contract and working conditions

The place of employment will be **Luxembourg**.

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.**

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.