



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, Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Latvia, Luxembourg, Malta, Poland, Sweden¹, Slovakia. 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 – Deputy Head of Sector

The Office for Infrastructure and Logistics Bruxelles of the European Commission

Selection reference: OIB/COM/2026/1252

Domain: Buildings and supplies (including logistics)

Where: Unit OIB.LS.2.003 - Transport, Mobility and Logistics Services“, Brussels

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

Grade range: AST1-3

Publication deadline: 09/07/2026 - 12.00 (Brussels time)

WE ARE

The Office for Infrastructure and Logistics - Brussels (OIB) is responsible for facility management of the Commission buildings in Brussels and the management of social welfare infrastructures in Brussels and at the site in Ispra. The mission of OIB is to ensure a functional, safe and comfortable workplace for Commission staff and to provide high quality support services, based on a client-oriented approach in an environmentally friendly and cost-effective way.

The unit OIB.LS.2 is responsible, within the "Logistic Services"(LS) Department of OIB, for the management of all activities related to transport and mobility (official cars, drivers, staff mobility policy), the purchase and maintenance of supplies and workspace equipment, as well as removals and management of the inventory and logistics warehouse.

Based in Brussels, the unit, comprising approximately 130 staff members, is structured into four sectors: Transport (official cars, drivers, staff mobility), Logistics, Inventory and Furniture purchase & IT.

Each sector has a Head of Sector and Deputy Head of Sector supporting the Head of Unit in day-to-day management. We are seeking a Deputy Head of Sector for OIB.LS.2.003 "Inventory". This Deputy will work in a team of approximately 9 members.

OIB.LS.2 is an operational unit, with diversified and challenging tasks, and has a friendly and collegial atmosphere where teamwork is an essential factor in delivering on a series of priorities, which are key for the smooth running of the Commission.

WE PROPOSE

We propose a position of Assistant – Deputy Head of Sector for a highly motivated and dynamic colleague to support the management of the Inventory Sector. The role involves assisting the Head of Sector in the coordination of operational, administrative, and strategic activities, while ensuring the correct application of inventory and logistics rules and procedures.

The job holder will contribute to:

- The supervision of a multidisciplinary team.
- Oversee inventory and logistics processes and support the continuous improvement and digitalisation of related systems and workflows.
- Acting as a key point of contact for inventory management matters.

The successful candidate will work closely with internal stakeholders, IT services, and central Commission services to ensure efficient operations, high-quality reporting, and compliance with institutional requirements.



The position offers the opportunity to play an active role in the development of inventory management strategies, the implementation of innovative technological solutions, and the optimisation of operational processes, while contributing to the achievement of the Unit's objectives and OIB priorities.

WE LOOK FOR

The ideal profile for the job is:

1. Required

- Proven experience of at least 2 years in team coordination and staff supervision, with the ability to organise workloads, allocate tasks, and monitor performance.

2. Desirable

- Experience in inventory management, logistics operations or a related field.
- Experience in managing and reconciling inventory databases and working with inventory management systems.
- Good knowledge of IT tools and digital solutions related to inventory, data analysis, logistics, finance, or asset management; knowledge of SAP would be a strong asset.
- Experience in process improvement, reporting, workflow optimisation, or automation initiatives would be considered an advantage.
- Ability to promote and manage change and innovation.

3. Personal qualities required and assessed during the interview

- Strong analytical and problem-solving skills, with the ability to identify operational challenges and develop pragmatic, efficient, and sustainable solutions.
- Proactive, service-oriented and results-driven mindset, combined with a strong sense of responsibility and attention to detail.
- Dynamic and innovative approach, with a genuine interest in continuous improvement, digitalisation, and the optimisation of inventory and logistics processes.
- Strong leadership skills, with the ability to motivate colleagues, foster collaboration, and contribute to a positive and results-oriented working environment.
- Excellent organisational and coordination skills

4. Languages

Excellent written and oral communication skills in English and French

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 OIB-VACANCIES@ec.europa.eu indicating the selection reference OIB/COM/2026/1252 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 French 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 **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 groups AD, AST or AST/SC.**

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.