



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.

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](#)



Document Management Agent

in DG for Translation (DGT) of the European Commission

Job title: Document Management Agent

Domain: Translation/Information and Document Management

Where: Unit DGT.R.1 – “Internal administration & facilities”, Brussels/Luxembourg

Function Group: FG II

Contract Type: 3b

Express your interest until: 15/09/2026 - 12.00 (noon, Brussels time)

WE ARE

Directorate R supports DGT in accomplishing its mission and achieving its objectives by facilitating a respectful, inclusive and optimum working environment for staff and by purposefully managing DGT's human, financial, information and ICT resources. It helps DGT to develop through strategic people management, efficient processes and working methods, flexible workplaces and state-of-the art tools.

Within Directorate R, the “Internal administration & facilities” unit (R.1) is responsible for:

- Implementing DGT policy on infrastructure and logistics, in close cooperation with OIB and OIL. This includes the management of office space, office furniture and supplies, meetings & videoconference rooms.
- Implementing the Commission's security policy in DGT. This includes the management of DGT secure translation rooms, the coordination of DGT's business continuity plan and personal data protection activities.
- Operating DGT's document administration centre and managing the central archives of DGT
- Managing registered and express mail in Brussels.
- Coordinating the Duty Officer procedure for urgent translation requests.
- Raising awareness on ergonomics and well-being issues (together with the HR unit) via information campaigns and training events.
- Coordinating the implementation of the Commission's Eco-management and audit scheme (EMAS) in DGT.
- Providing digital and printed resources supporting DGT core business through DGT library activities and enhancing visibility of the translation profession by managing DGT museum.

The unit is marked by a vibrant, friendly and collaborative environment formed by 20 colleagues spread between Brussels and Luxembourg.



WE PROPOSE

The Document Management Agent will join the Document Management team in our unit, working closely with DGT Document Management Officer (DMO). While the role is based in Brussels, our DG is split across the Ardennes, meaning the position requires proficiency in digital collaboration tools and hybrid teamwork.

The successful candidate will demonstrate proficiency in online communication tools as several DGT units are trans-Ardennes and the Document Management team offers support and assistance to the entire DG.

The successful candidate is expected to have advanced knowledge of document management rules and methodologies. The candidate must perform tasks in an autonomous way and be capable of advising and assisting other DG users.

Additionally, and in particular, the candidate must also:

- Know and apply the implementing rules for document management and archives.
- Ensure quality control checks on the Advanced Record System (ARES), which is the general records management system of the European Commission, documents and files particularly regarding metadata encoding, information access and preservation.
- Manage the ARES application according to DGT internal work methods including:
 - Creation and validation of external persons/organisations.
 - Access to ARES via virtual entity management / file properties, under the supervision of the DMO.
 - Creation and closure of Ares files in collaboration with the DMO team.
- Perform quality controls to ensure compliance with e-DOMEC rules within DGT and escalate cases requiring the DMO intervention.
- Assist in managing DGT's central archives including: inventory management, archives destruction and the preparation of archives for the transfer to the Historical Archive Service.
- Provide coaching and support to the end-users of the ARES application and assist secretariats with practical questions related to Ares and the harmonisation of document management procedures.
- Provide operational and administrative support, particularly for management of the DGT museum in Brussels.
- Provide secretarial and clerical support to Director R to assist with his Brussels-site activities.

This position is being published in conjunction with the launch of the “Keep what Matters” corporate exercise which highlights the Document Management teams across the DGs and requires heightened attention and support for the DG. Additionally, the relocation and settling of the DGT archives and museum following a series of moves in both Brussels and Luxembourg adds an extra layer of challenges to the role.

The post is ideal for a proactive, quick-learning candidate who is adaptable and works well in a team.



WE LOOK FOR

A well-organised, conscientious and service-oriented colleague with a strong sense of responsibility and excellent interpersonal skills. The ideal candidate will work proactively and autonomously, delivering results in a structured manner. (S)he is a reliable team player with strong communication skills, capable of explaining complex topics to the end-users. Have thorough knowledge of office IT applications and remote collaboration tools used at the Commission - Outlook, Word, Excel, M365. Knowledge of the Advanced Record System (ARES), which is the general records management system of the European Commission, and of SharePoint Online are considered an advantage. The candidate should be able to work confidently in an English-speaking environment. Knowledge of French would be an advantage.

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 DGT-R-1-SECRETARIAT@ec.europa.eu, indicating the call for interest reference EC-2026-DGT-519327 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 post-secondary education attested by a diploma OR
- (b) 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² 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](#)³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

¹ 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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-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.

³ Therefore, candidates who did not pass already a CAST on the level Function Group II, 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 II**. 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 3 years**. 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 II must 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.