



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.



Acquisitions Librarian

The Publications Office of the European Union

Selection reference: OP/COM/2026/1100

Domain: Information and document management

Where: Unit OP.A.4 – “Data, information and knowledge dissemination and preservation services”, Brussels

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

Grade range: AST1-3

Publication deadline: 04.09.2026 - 12.00 (Brussels time)

WE ARE

The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies, and agencies. As such, it is the central point of access to EU law, and also to publications, data, research results, procurement notices and other official information. The Publications Office therefore plays a central role in informing the public about what the EU does and means for them, and in unlocking the power of data. Its mission is to support EU policies as a centre of excellence for data, information and knowledge management, and to ensure that this broad range of information is available to the public as accessible and reusable data to facilitate transparency, economic activity and the diffusion of knowledge. The Publications Office publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence). Unit A.4 ‘Data, Information and Knowledge Dissemination and Preservation Services’ is responsible for delivering library, information, and physical and digital preservation services both to the European Commission and at the interinstitutional level. It has the key role of ensuring that Commission staff have access to authoritative, evidence-based resources to support them in their daily work. The unit also develops tools and services for data, information, and knowledge dissemination and preservation for use at the Publications Office and beyond. It is made up of two sectors: the EC Library and Long-term Preservation. The EC Library itself is split over two sites – one in Brussels and one in Luxembourg. Its staff work collectively to ensure the timely delivery of data and information to all its users. Through a suite of services, the unit is committed to fostering an environment of active enquiry, idea generation, open debate and collaboration. It works together with other libraries within the EU institutions and beyond to share experiences and build common services where appropriate.



WE PROPOSE

We propose a dynamic job as an Acquisitions Librarian in an environment where your expertise and experience will be valued, where you can work alongside other professionals and where you will directly contribute to the delivery of corporate library services across the Commission. You will have the opportunity to contribute directly to the core of the EC Library's mission to acquire authoritative data and information in a timely manner. As part of our Acquisitions Team, you will play a key role in sourcing, acquiring and making accessible high-quality data, information, and knowledge resources to support the European Commission's work. Your expertise will help ensure that Cabinets, senior management, policy officers, researchers, and staff have the evidence-based materials they need to support them in their policy work. You will as well work closely with the various teams in the Library itself and be expected to engage with publishers, contractors, and users. In addition, you will perform tasks in the Library Services Platform and the Commission's records management system Ares and contribute to drafting specifications for calls for tenders as well as participate in tenders evaluations. You will also participate, as a member of the library team, in front-end library services including shifts in the Reading Room and the Ask a Librarian service. This post is based in Brussels.

WE LOOK FOR

We are looking for a dynamic, proactive, motivated and service-oriented colleague who has experience of library acquisition processes, including selection of resources, purchasing workflows, monitoring financial data and liaising with external contractors. The successful candidate will possess excellent communication, interpersonal, organisational, time management and planning skills, with the ability to prioritise effectively, follow up on tasks with tenacity, and work both independently and collaboratively within a team. A flexible and proactive approach, combined with strong initiative, curiosity, and eagerness to learn, is essential. The role also requires a commitment to continuous personal and professional development. The selected candidate will have an excellent knowledge of English and a good command of French. The successful candidate will:

- Contribute to all steps of the library acquisition workflow: issue order forms, create bibliographic records, manage receiving of materials or access activation, follow up on claims and user complaints, verify invoices, renew or cancel subscriptions, etc.
- Assist the team leader and the head of sector in identifying user needs and optimal acquisition models, as well as in analysing terms and conditions of use.
- Liaise with users regarding their acquisition requests and help them access materials and/or direct them to other Library services for further assistance.
- Liaise with contractors, publishers, data and information providers.
- Keep informed regarding developments in the area of library acquisitions and data and e-resource management.

Experience in the library sector would be highly valued.



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 OP-DIR-A-SECRETARIAT@publications.europa.eu indicating the selection reference **OP/COM/2026/1100** 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.

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 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 **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 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.