



## **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 Sweden<sup>1</sup>. 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](https://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](#)



# Information and Communication Assistant

## in the Office for Infrastructure and Logistics in Brussels

### European Commission

**Job title:** Information and Communication Assistant

**Domain:** Buildings and supplies (including logistics)

**Where:** OIB.RPP.002 – “Communication”, Brussels

**Function Group:** FG III

**Contract Type:** 3a

**Express your interest until:** 22.09.2026 - 12.00 (noon, Brussels time)

#### WE ARE

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The mission of the Office for Infrastructure and Logistics in Brussels 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 OIB is responsible for the accommodation of staff, management of social infrastructure (canteens, daycare, etc.) and logistics in Brussels, as well as social infrastructure on the Ispra site in Italy. It is also responsible for the infrastructure of the European Commission's representations in the Member States.

The Communication sector (OIB.RPP.002) is a team of seven colleagues directly attached to the Head of the Department for Resources, Policy Steering and Prevention (OIB. RPP). It is in charge of internal as well as external communication and also manages the Commission's art collection.]

#### WE PROPOSE

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The way we work has significantly changed in the last five years. Innovative office environment, more flexible ways of working, are part of the 'new normal'. This has an impact on the infrastructure, logistics and childcare services OIB offers to Commission staff. Communication and pro-active change management are high on OIB's priority list for the years to come.

As a communication assistant you will join OIB's dynamic, creative and committed Communication sector. You will be dealing with a variety of topics and take the lead for a number of communication campaigns, actions and projects, and on the transition to the collaborative dynamic space work environment. Within OIB you will organise actions to foster staff engagement. Commission-wide, you will inform about and explain in detail the OIB business.

Are you a good communicator with excellent interpersonal skills who easily establishes trust and can communicate and defend, even less popular decisions? Are you able to translate complex back-office processes into easily understandable language in a structured way? Can you filter out those



elements that are important for end-users or services as a whole? Do you engage easily with people and are you resilient, positive, and enthusiastic, then you are the colleague we are looking for.

## **WE LOOK FOR**

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A dynamic 'can do' colleague with the following skillset:

### **1. Required**

- Experience of at least 3 years in communication area;
- The ability to quickly assimilate technically complex details, select information relevant for OIB customers and translate them into easily understandable language;
- The ability to come up with innovative and creative ideas in internal communication and put them into practice;
- The ability to use standard computer and internet tools.

### **2. Desired**

- Extended experience in change management and change communication;
- Solid knowledge of the channels /media in terms of internal communication and social networks of the Commission;
- Familiar with new Information and Communication Technologies (ICT) as well as AI.

### **3. Personal qualities required for the position (assessed during the interview)**

- Good communication, negotiation and presentation skills, including a well-developed service culture, good listening and inter-personal skills, and the ability to clearly transmit and exchange information;
- Resilience to be able to deal with demanding clients;
- Ability to respond swiftly to last minute demands and meet tight deadlines.

### **4. Languages**

- Knowledge of English and/or French is an advantage.

## **HOW TO EXPRESS YOUR INTEREST?**

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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 [OIB-VACANCIES@ec.europa.eu](mailto:OIB-VACANCIES@ec.europa.eu) indicating the call for interest reference **EC/2026/OIB/525548** 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 EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>1</sup> 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).

<sup>2</sup> 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>).



➤ **What about the selection steps?**

The selecting unit chooses from [the EPSO database](#)<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best 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.

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<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group III, 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(a) of the [Conditions of Employment of Other Servants](#), in function group FG III**. 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 2 years**. The contract may be renewed in the interest of the service for a definite duration. If a second renewal of the contract is in the interest of the service, the contract will be for an indefinite duration.

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 III 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.