



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.



Administrative Support Agent

Directorate-General for Agriculture and Rural Development (DG AGRI) of the European Commission

Selection reference: AGRI/COM/2026/1556

Domain*: Agriculture

Where: Unit I.3 – „Adoption procedures, committees & expert groups“, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 15.09.2026 - 12.00 (Brussels time)

WE ARE

Unit AGRI-I.3 is a procedural helpdesk at the service of other units in DG AGRI. We advise and assist the policy units in preparation of legal acts and other documents intended for adoption by the College, providing guidance on the Commission decision-making rules and procedures. We also ensure the proper implementation within DG AGRI of horizontal guidance on comitology and expert groups and are responsible for organising meetings with a wide range of external stakeholders.

The unit consists of 25 staff members and is structured in 4 teams:

1) Adoptions Team (Decide Coordinators)

provides procedural support and advice to DG AGRI colleagues in the process of planning, preparation and adoption of CAP legislation and other policy documents;

2) Meetings Team

acts as main contact point for all matters related to comitology, expert groups, including Civil Dialogue Groups (stakeholders' organisations) including the administrative organisation of their meetings, and the management of the related Commission Registers;

3) Trainings and Horizontal Matters Team

develops and maintains the knowledge sharing platform MyAgriPro and contributes to developments of internal SharePoint spaces supporting unit's operations. Colleagues provide tailored trainings and advise on horizontal matters such as Better Regulation requirements, Service Level Agreement with DGT and other projects of relevance for the unit, across teams;

4) Secretariat /Interservice Consultations (ISCs) Team

provides administrative assistance to the Head of unit and other members of our unit. Colleagues dispatch daily the incoming ISCs to all other units in DG AGRI and advise on procedural matters in the area of ISCs.

We work in close cooperation with Secretariat-General (SG), Directorate-General for Interpretation (SCIC), Directorate-General for Translation (DGT) and Publications Office (OP) on the above



subjects.

Colleagues are to some extent contributing to the work of other teams. It creates many learning opportunities and helps fostering a positive "cross-team spirit", which makes the overall work atmosphere very friendly. We have a very efficient system of back-up in cases of absence.

To support our teams we use internal management tools in SharePoint. They serve to share knowledge, to assign files within the teams and to follow up on the related tasks and deadlines.

WE PROPOSE

Working in unit I.3 offers interesting and varied assignments due to its position as an interface for adoption procedures and the logistics of meetings between different entities in DG AGRI and other Commission services.

The successful candidate will be a team member supervising and steering selected adoption procedures initiated by DG AGRI. He/she will be responsible for all the procedural steps taking place in Decide (planning – interservice consultation – adoption).

Examples of tasks:

- liaise with responsible policy units to ensure that DG AGRI initiatives are prepared in due time and in full respect of corporate rules
- assist other units in selecting the most appropriate procedure, draft detailed timetables up to adoption and monitor deadlines
- advise other units on how to fill in a Planning form and process the files in Decide Planning in view of their political validation
- assist other units in preparing the files in Ares and in Decide modules (Consultation and Decision)
- contact SG and DGT, and other services if needed, to help channelling DG AGRI files towards successful adoption
- participate to corporate decision-making networks.

In addition, our new colleague will act as back-up for the secretariat and administrative support tasks, in particular dispatching interservice consultations within DG AGRI.

Examples of tasks:

- assign using Decide incoming interservice consultations to the relevant unit(s) in the DG
- launch ISCs on selected documents initiated by DG AGRI
- provide technical/procedural advice and assistance to hierarchy and DG AGRI Units involved in ISCs
- maintain the related functional mailboxes
- assign the files from ARES to members of the Adoptions team, for their follow up
- provide as back-up the administrative support to the Head of Unit in the HR management (e.g. managing leave and absence records) and to the unit (e.g. document management, IT/communication correspondent).



WE LOOK FOR

We are looking for a motivated, pro-active and well-organized candidate with excellent planning and coordination skills.

Our new colleague should have the capacity to find quick and practical solutions to problems.

He/she will demonstrate rapid and robust decision-making and coherent prioritisation. Attention to detail and an eye for spotting errors are also required.

A strong culture of service, a very good team spirit, a positive approach and the ability to maintain high quality standards also under tight deadlines are essential.

The ideal candidate should have a good knowledge of the Commission decision-making rules and procedures and/or of the dedicated IT tools and applications (Decide, ePoetry, VISTA, ARES...). Sound computer skills and knowledge of M365 Teams will be much appreciated.

Many training opportunities are available, including internal mentoring and a structured on-the-job training by the team. A proven experience as a “Legislative / Decide Coordinator”, would be an asset.

Experience in working on collaborative spaces, web editing or communication is valuable for the job.

As the position offered involves many contacts within the whole of DG AGRI, the Secretariat General and DGT, a very good command of English and a basic knowledge of French (both oral and written) is essential.

We are looking forward to meeting you!



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 AGRI-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference **AGRI/COM/2026/1556** 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 **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 group 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.