



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, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden¹. Recruitment will however remain strictly based on the

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



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](#)



ADMINISTRATIVE AGENT – OPERATIONAL AND ADMINISTRATIVE ASSISTANT FOR THE UNIT – SUPPORT TO THE ORGANISATION OF THE EUROPEAN CITIZENS’ PANELS

Directorate-General for Communication (DG COMM) of the European Commission

Selection reference: COMM/COM/2026/1678

Domain: COMMUNICATION

Where: Unit COMM B.3 – Public Opinion & Citizens Engagement, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 22/09/2026 – 12.00 (Brussels time)

WE ARE

DG Communication (DG COMM) is the European Commission’s corporate communication service, operating under the authority of the President. We promote and support the political priorities of the European Commission and contribute to bringing Europe closer to citizens. Directorate B “Citizens Communication” develops and implements corporate communication activities targeting citizens in a medium- to long-term perspective. It delivers large-scale campaigns, develops tools for citizen engagement, conducts Eurobarometer surveys, organises visits to the Commission, steers communication towards young audiences and produces tailored communication materials.

Within the Directorate, Unit COMM B.3 – Public Opinion and Citizens Engagement leads the Commission’s efforts in:

- mainstreaming citizen engagement (including Citizens’ Panels) as a tool for democratic innovation and resilience policymaking;
- designing and publishing trend and ad-hoc Eurobarometer surveys, and delivering public opinion analysis, providing decision makers with actionable insights into public opinion across the EU and candidate countries.

We are a dynamic, multicultural team committed to transparency, inclusivity, and evidence-based communication.

<https://citizens.ec.europa.eu>

<https://europa.eu/eurobarometer>



WE PROPOSE

We offer an interesting and rewarding position in support of a friendly, dynamic and highly motivated team responsible for two of the European Commission's flagship initiatives on citizen engagement and public opinion monitoring. The successful candidate will contribute both to the smooth functioning of the unit and to the organisation of the European Citizens' Panels, bringing together randomly selected citizens from across the European Union to help shape the future of Europe.

The role combines traditional office management responsibilities — such as agenda management, correspondence, meetings, document workflows, missions and financial and administrative follow-up — with active involvement in the organisation and delivery of the European Citizens' Panels. This includes supporting the logistical and methodological preparation of the Panels, managing collaborative workspaces, preparing communications for participants, contributing to procurement and financial processes, and helping coordinate the many horizontal requests handled by the unit.

The position offers regular interaction with colleagues across DG COMM, other Commission departments, EU institutions, contractors and citizens from across Europe. We value the talents and interests of our new colleagues and encourage them to take ownership of projects where they can contribute beyond the core responsibilities of the post.

WE LOOK FOR

We are looking for a motivated, reliable and proactive colleague with excellent organisational skills and a genuine service-oriented mindset. The ideal candidate enjoys working in a collaborative environment, is able to manage multiple priorities simultaneously and remains calm and solution-oriented under pressure. They are comfortable handling sensitive files with discretion, have a strong sense of responsibility, pay close attention to detail and are able to follow complex administrative processes while respecting tight deadlines. Good communication and interpersonal skills are essential, as the post involves frequent contacts with colleagues, management, stakeholders and external partners.

We welcome candidates who are eager to contribute ideas to improve workflows and make effective use of digital and collaborative tools. Excellent command of English is required; knowledge of French and other EU languages is an asset. Experience with standard office applications (Word, Outlook, Excel, PowerPoint) is expected, while knowledge of Commission tools such as ARES, MIPS, SYSPER, SharePoint and Teams would be an advantage. Experience with financial procedures, procurement or event organisation would also be considered an asset.



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 COMM-B3@ec.europa.eu indicating the selection reference COMM/COM/2026/1678 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?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

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).



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.