



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.



Policy Officer

Directorate-General for Enlargement and Neighbourhood East (DG ENEST) of the European Commission

Selection reference: ENEST/COM/2026/1491

Domain: External Relations

Where: Unit ENEST.A.2 – „Strategic programming and performance“, Brussels

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

Grade range: AD5-7

Publication deadline: 23.09.2026 – 12.00 (Brussels time)

WE ARE

DG ENEST.A.2 ‘Strategic programming and performance’ is a horizontal unit strategically steering the EU’s financial assistance to the Enlargement and Neighbourhood East regions as an integral part of DG ENEST’s mission to develop and implement the EU’s Enlargement and Neighbourhood policies. A2 is the central coordination service for the preparation of our financing instruments legally, including drafting and negotiation in the context of the next Multi-annual Financial Framework (MFF), as well as working with senior management and geographical directorates to ensure that policy priorities have sufficient budgetary resources and that these resources are programmed and planned in a way that ensures both predictability and flexibility of these allocations. In that function, we are also closely associated to the implementation of the reform plans under the new facilities in both substance and process, based on which we pay significant amounts of support to our partners. Following the lifecycle of implementation, the unit is also in charge of learning from our past experience and ensuring that these lessons are used in the design of our future programmes, in particular also those to be implemented under the next Multi-annual Financial Framework. Finally, the unit contributes to the successful implementation of enlargement policy by coordinating across the house on six different chapters of the EU aquis.

The unit, in total, currently employs 25 staff.

WE PROPOSE

Unit ENEST.A.2 is seeking to reinforce staff by one person for the following position:

- A position of Policy Officer in a highly strategic unit that is central to many of the key deliverables of DG ENEST
- A coordinating role at the interface between all stakeholders, internally – geographic services and delegations – and externally – other DGs, EEAS, Council, European Parliament
- A varied job spanning fields and all kind of partners providing a full set of learning and training opportunities, targeted to the needs of the job, to support your professional growth and development.
- A place in a fun work environment where we tackle our high-level challenges together as a



friendly and supportive team

In that general context, the successful candidate will be expected to contribute to

- Coordinating with relevant entities of the DG on the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI-GE), Instrument for Pre-Accession Assistance (IPA) III and the new Facilities for the Western Balkans and Moldova in all matters related to programming and financial planning;
- Liaising with the EEAS, INTPA, BUDG, the Secretariat General and the Legal Service as well as other DGs and services on matters concerning programming and planning of financial assistance;
- Preparing the programming and financial planning frameworks for the relevant financing instruments under the next Multi-annual Financial Framework;

The DG values and promotes cross-sectoral work. The successful candidate may therefore be called to contribute to various tasks and projects in line with the needs of the unit, the directorate or the DG, as guided by the DG's political priorities, including on

- Working on legal and policy challenges in the context of the preparation of the relevant financing instruments under the next MFF;
- Contributing to negotiations and work with candidates on the implementation of the EU *acquis* across the different chapters of which the unit is in charge;
- Working on strengthening the evidence-based policy-making and DG ENEST as a learning DG by contributing to strategic evaluations and internal learning products;
- Presenting projects and data in a strategically effective and digestible way to a wide public.

WE LOOK FOR

- Someone proactive, curious and well-organised who is motivated by solving complex problems in a highly fast-paced environment working to tight deadlines
- Someone who enjoys making links between colleagues, working in teams and coordinating potentially large groups of stakeholders
- Someone with excellent knowledge of the functioning and procedures of the Commission, its decision-making and working methods and inter-institutional procedures.
- Someone with in-depth knowledge and sound experience of EU financing instruments such as IPA III, NDICI or the three new facilities of Ukraine, Western Balkans and Moldova and their implementation including experience in EU delegation.
- Someone with excellent drafting and communication skills in English, capable of articulating complex ideas and proposals in a simple way targeted to the respective audience

Required experience relates to

- At least ten years of relevant work experience in external relations, aid cooperation, enlargement or neighbourhood, including at least three years in an EU delegation;
- At least five years of experience with both programming of financing instruments and programme / contract management; in-depth experience with processes related to programming and financial planning is particularly important



- At least three years of formally recognized team leadership (team leader, deputy head of section, head of section or higher) in a relevant policy field

If the above reflects you and your skills and sounds exciting to you, please consider applying – we look forward to receiving your application!



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 bernhard.windisch@ec.europa.eu indicating the selection reference ENEST/COM/2026/1491 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 education which corresponds to completed university studies of at least 3 years attested by a diploma.

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 AD.**

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.

In principle, 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.