



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.



Secretaries

Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) of the European Commission

Selection reference: GROW/COM/2026/1457, GROW/COM/2026/1626, GROW/COM/2026/1685, GROW/COM/2026/1383, GROW/COM/2026/1769, GROW/COM/2026/1275, GROW/COM/2026/1099 (7 vacant posts for similar profile)

Domain: Enterprise and Markets – Good & Sectoral Policies

Where: Unit GROW.A.1 “Chief Economist & Business Intelligence Unit”; GROW.B.1 “Planning & Simplification”; GROW.G.2 “Single Market Implementation Tools”; GROW.H.1 “Construction”; GROW.I.2 “Automotive, Mobility Industries”; GROW.I.4 “Critical Raw Materials Centre”, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 17/09/2026 - 12.00 (Brussels time)

WE ARE

The overall mandate of the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) is to create a deeper and fairer internal market and provide a favourable framework for creating growth and jobs in Europe by helping European enterprises and industries (in particular SMEs) to be globally competitive, innovative and sustainable, for the benefit of all European citizens, with a focus on reducing administrative burden, simplifying legislation and reducing reporting obligations in Single Market legislation.

WE PROPOSE

We propose 7 interesting and varied posts in unit secretariats and administrative support functions across different units. The roles offer the opportunity to work in professional, dynamic, friendly and welcoming teams that value teamwork, collegiality and service orientation. Successful candidates will provide high-quality secretarial and administrative support to ensure the smooth functioning of units. Depending on the unit, the work may include support for organising large meetings, conferences and workshops, overseeing working groups and expert groups, preparing missions and travel arrangements; managing correspondence, filing and electronic document registration, managing registries and databases, taking into account data protection rules; monitoring deadlines and follow-up actions; handling functional mailboxes and document circulation; supporting briefings, inter-service consultations and decision-making procedures in close cooperation with other units in DG GROW and with other Commission services; and contributing to the overall coordination of unit work, budget planning and follow-up, editing and releasing publications, communication activities, website content management. These posts offer regular working hours,



the possibility of flexible working arrangements, a good working atmosphere and the chance to contribute to important Commission policy areas in a stimulating environment with opportunities for professional development and integration into committed teams. Coaching and support will be provided on the jobs.

WE LOOK FOR

We are looking for proactive, highly organised, dynamic and motivated colleagues with a strong sense of responsibility, initiative, reliability and confidentiality, who can work effectively both autonomously and as part of a team. Candidates should have excellent organisational, interpersonal and communication skills, strong attention to detail, a service-oriented attitude, resilience and adaptability, and the ability to manage multiple tasks, monitor activities, adjust to changing priorities and meet deadlines in a fast-paced environment. Prior knowledge of Commission administrative procedures, working methods and document management processes is an asset, together with very good command of relevant IT tools and applications such as Outlook, ARES, MIPS, BASIS, Decide, Sysper, Teams, MS Office/M365, SharePoint, WebEx, EdiT, eTranslation/eBriefing and other related Commission systems (i.a. AGM, comitology procedures, SUMMA, EASE, WebDOR, Poetry, expert groups register), website updating and document management correspondence. Very good command of English is required, and the ability to work in an English- and French-speaking environment, as well as knowledge of another EU language, is considered an asset. Prior experience in a similar position is desirable.



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 GROW-JOB-MARKET@ec.europa.eu indicating the selection reference "GROW/COM/2026/1457, GROW/COM/2026/1626, GROW/COM/2026/1685, GROW/COM/2026/1383, GROW/COM/2026/1769, GROW/COM/2026/1275, GROW/COM/2026/1099 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 groups 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.