



## **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 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](#)

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



## **Project Officer – EU Policies**

### **Directorate-General for Regional and Urban Policy (DG REGIO) of the European Commission**

**Selection reference:** REGIO/COM/2026/1023

**Domain:** Regional policies

**Where:** Unit REGIO.E.1 – „(Administrative Capacity Building and Solidarity Instruments)“, Brussels

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

**Grade range:** AD5-7

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

#### **WE ARE**

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DG Regional and Urban Policy (DG REGIO) has a key role to play in supporting economic, social and territorial cohesion in Member States and regions. Within DG REGIO, unit E1 acts as the competence centre for administrative capacity building (ACB) in cohesion policy and manages a number of solidarity instruments, including the EU Solidarity Fund. We are a hard-working team of 12 people with an open and friendly team spirit that are enthusiastic about contributing to the mission of the Unit.

#### **WE PROPOSE**

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We have a vacancy for a policy officer to manage the EU Solidarity Fund (EUSF). He/she will support the team leader in ensuring management and overall coordination of the EU Solidarity Fund, an important political priority of DG REGIO and the Commission. The position will provide the job holder with an excellent opportunity to contribute to EU solidarity in action in cases of severe natural disasters and major health emergencies affecting an EU member state or a country involved in accession negotiations with the Union.

This position offers the possibility to be involved in a wide range of tasks, such as decision-making process, policy shaping, interinstitutional relations, communication, etc., with direct impact on providing EU assistance for emergency and recovery to beneficiary States after severe disasters. The potential responsibilities of the job holder will be:

- (i) The preparation of Commission decisions related to EUSF interventions, the related funding decisions (EP and Council) as well as bilateral funding agreements for signature by beneficiary states and the Commission.
- (ii) The preparation of analytical contributions, notes, analysis of EUSF applications and reports related to the implementation of the EUSF assistance.
- (iii) The processing, maintaining, structuring and presenting of data related to EUSF applications and assistance granted.



- (iv) Drafting various communication materials, including chapeaus, news items, press releases, and Panorama articles to ensure a good level of communication to the general public regarding the EUSF.
- (v) Drafting ad-hoc reports, management reports, the EUSF annual reports, briefings, lines to take, speaking notes and other contributions regarding the EUSF, including the inputs for the replies to the questions from the European Parliament and journalists.
- (vi) Ensuring the follow-up of EUSF implementation, including providing guidance to beneficiaries and monitoring the progress of interventions.

## **WE LOOK FOR**

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We look for a colleague with solid knowledge of cohesion policy, a track-record in inter-institutional relations, as well as proven experience with the Commission's decision-making process. A sound understanding of and/or previous experience with EU emergency tools and the EU Solidarity Fund is required. Equally, proficiency and efficiency in drafting different texts (legal texts, replies to letters, contribution to high level speeches and briefings, articles, etc.) would be highly desirable.

We are looking for a dynamic, motivated, service-minded and reliable team player with excellent analytical and drafting skills and willingness to learn.

The candidate should have excellent organisational skills, capacity to structure extensive information and a strong sense of responsibility. The position will require resilience to work efficiently under time pressure to meet sometimes very tight deadlines, including on weekends. Client-orientation, flexibility and ability to respond to unexpected demands at short notice is desirable for this position.

The selected candidate should have an excellent oral and written command of English. A good command of French or German and knowledge of other EU languages would be an asset.



## HOW TO EXPRESS YOUR INTEREST?

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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 [Loredana.VON-BUTTLAR@ec.europa.eu](mailto:Loredana.VON-BUTTLAR@ec.europa.eu) and [Inguna.Kramina@ec.europa.eu](mailto:Inguna.Kramina@ec.europa.eu) indicating the selection reference REGIO/COM/2026/1023 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 EU<sup>2</sup>
- 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.

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<sup>2</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).



In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority<sup>3</sup>. 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.**

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<sup>3</sup> 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.

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.