



European Economic  
and Social Committee

VACANCY NOTICE No **06/T/26/AST-SC1/EESC**

Concerning a temporary agent job

in the **AST/SC** function group

Directorate D – Communication and

Interinstitutional Relations

Unit D.4.REL – **Interinstitutional Relations**

Closing date for applications: **10/03/2026 at 12 noon (Brussels time).**

1. **Vacancy: AST-SC1 – Temporary agent (duration of contract: 3.5 years<sup>1</sup>)**

2. **Duties:**

Temporary agent who, under the authority of the Head of unit, will contribute to:

- managing the head of unit's secretariat;
- monitoring and coordinating the planning for files in accordance with the deadlines set;
- assisting the head of unit in administrative HR related tasks (follow-up of leaves and absences, welcoming new colleagues, assisting with the removals and missions' reimbursement);
- managing the office supplies;
- providing logistical and administrative support for the preparation of meetings and other activities of the REL Unit, including conferences, missions, ad hoc group meetings and plenary sessions;
- formatting, registering, sending and filing of documents;
- encoding and follow-up of translation and proofreading requests;
- researching relevant documentation and information;
- updating the unit intranet page;
- collaborating and coordinating with other in-house services and EU institutions.

**Who we are:**

The European Economic and Social Committee (EESC) is a consultative body of the European Union which consists of representatives of organisations of employers, workers and other parties representing civil society, notably in socio-economic, civic, professional and cultural areas. The EESC contributes to strengthening the democratic legitimacy and effectiveness of the European Union by enabling civil society organisations from the Member States to express their views at European level.

<sup>1</sup> Please note that if you have already had a contract as temporary agent type Art. 2b of the Conditions of employment of other servants of the European union "**CEOS**" at the EESC (no matter what grade), a second contract could be envisaged for a maximum of 2 years. If you have already had two contracts as temporary agent type Art. 2b of the CEOS at the EESC (no matter what grade), you are not eligible. The exact duration of the contract will be determined according to the successful candidate's starting date.



*The Interinstitutional Relations' Unit (D.4.REL) within the EESC's Directorate for Communication and Interinstitutional Relations is a unit of 7 persons.*

*We are a team, which seeks to promote the work of the Committee and its Members in a spirit of openness and service.*

*We are responsible for the Interinstitutional relations with the European Parliament, the Council of the EU, the European Commission and the European Committee of Regions.*

**What we offer:**

- a dynamic and stimulating work environment, in which team spirit, flexibility and service are appreciated values;*
- the opportunity to work in a unit in close contact with the EESC's members and all EESC services and to cover all activities of the Committee;*
- a wide range of inter-institutional training courses.*

**3. Qualifications required:**

*On the closing date for applications, candidates must meet the conditions set out below:*

*a) Eligibility requirements:*

- be a national of one of the European Union (EU) Member States and enjoy full rights as a citizen<sup>2</sup>;*
- have fulfilled any obligations imposed by national laws concerning military service;*
- fulfil the physical fitness conditions required for the performance of the duties involved<sup>3</sup>;*
- be below retirement age, which is, for officials and agents of the EU, set at the end of the month in which the age of 66 is reached.*
- have a level of post-secondary education of at least 3 years attested by a diploma<sup>4</sup> or a diploma of secondary education giving access to higher education and at least 3 years of equivalent professional experience;*
- thorough knowledge of one of the languages of the European Union (EU) and of a satisfactory knowledge of another language of the EU. For operational reasons, good knowledge of English and French is required;*

*If the eligibility criteria set out in point 3 a) have been met, candidates' applications, including CV and covering letter, will be assessed on the basis of the selection criteria below:*

*b) Selection criteria:*

- good knowledge of standard IT applications (Microsoft Office) and willingness and ability to train in more specific applications;*
- professional experience in secretarial and administrative duties;*

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<sup>2</sup> Prior to the engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record.

<sup>3</sup> Prior to engagement, the successful candidate will be examined at one of the EU medical centres in order to confirm that the candidate meets the requirements of Article 12(d) of the CEOS.

<sup>4</sup> Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States will be taken into consideration.

- good oral and written communication skills;
- organisational skills and ability to prioritise work;
- positive and flexible attitude to deal with challenges and ability to resolve problems;
- strong attention to detail;
- ability to work as part of a team but also independently when required;
- good interpersonal skills and openness to interact with different services;
- initiative and sense of responsibility.

#### **4. Summary of recruitment conditions:**

- Indicative starting date: **01/05/2026** (depending on the successful completion of all administrative formalities);
- Grade: **AST/SC1** (if you fulfil all necessary conditions), step 1 or 2 – which will depend on the duration of relevant professional experience, calculated on the basis of documents provided in the course of the recruitment process. The duration of this professional experience will thus determine the grade and step and therefore the salary;
- Information about basic monthly salaries in the EU institutions can be found in the Official Journal of the European Union : [EUR-Lex - 52025XC06564 - EN - EUR-Lex](#). Remuneration is subject to EU tax, and, where applicable, social security contributions are also deducted. Depending on the personal situation, allowances may be added, as well as any allowances provided for in the Conditions of Employment of Other Servants of the EU.

#### **5. How to apply:**

- Applications must be submitted only using the on-line form<sup>5</sup> to be found at the following link: <https://candform.eesc.europa.eu/en/dashboard>;
- We advise not to wait until the last moment to submit your application. Due to high application traffic close to the deadline, there may be technical issues or delays. Any application not submitted by the deadline, will not be considered;
- On-line applications must be submitted no later than midday, Brussels GMT + 1 of the deadline date stated above;
- All candidates should attach a Curriculum Vitae (preferably in [Europass](#) format) and motivation letter in English or French.

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<sup>5</sup> In case of technical problems experienced before the deadline for applying, please send an email with a screenshot of the error message to the following address: [recrutement-carriere@eesc.europa.eu](mailto:recrutement-carriere@eesc.europa.eu) . Please note that applications sent by email without complying with these instructions will not be considered.