



European Economic
and Social Committee

VACANCY NOTICE No. **35/C/26/FGIV/EESC**
concerning a contract agent job
in the function group IV (FGIV)
SG.C - Directorate for Legislative Work
Coordination team

Closing date for applications: **24/09/26 at 12 noon (Brussels time).**

1. Vacancy: FGIV – Contract agent (duration of contract: 3 years)

2. Duties:

As part of the Coordination Team, the Contract Agent will assist the Director in coordinating and harmonising the legislative work and the thematic planning of the Directorate, and in developing and implementing its strategic orientation:

- Contribute to the coordination of the Directorate's work programme and strategic planning;
- Coordinate and monitor the attribution and implementation of the legislative work and other policy activities, in cooperation with other relevant services;
- Support the improvement and modernisation of work processes within the Directorate, identifying and exchanging best practices and developing procedures and guidelines to improve working methods and increase impact, including through digitalisation;
- Support the development and implementation of strategies and procedures to promote the Committee's work, in cooperation with the Directorate for Communication and Interinstitutional Relations;
- Develop and implement methodologies to monitor and assess the impact of Legislative Work;
- Coordinate, prepare and follow-up horizontal contributions prepared by the Directorate based on requests from the Cabinets and other services;
- Represent the Directorate in various inter-service task forces and working groups;
- Prepare and organise horizontal meetings at political and administrative level;
- Provide policy and administrative support to relevant ad hoc groups (notably the EESC's Ad Hoc Group on Youth Engagement);
- Develop the appropriate contacts with other European institutions and civil society organisations;
- Contribute to speeches and/or briefings for members and the administrative hierarchy.

Who we are:

The EESC's Directorate for Legislative Work (Dir C) consists of four units supporting the work of three EESC Sections (ECO, INT and SOC) and the Consultative Commission on Industrial Change (CCMI), dealing with a wide range of EU policies and topics. We are a team of around 60 colleagues providing political, administrative and logistical support to EESC Members in developing and implementing their mission.



The Coordination Team works closely with the Director to develop and monitor the horizontal processes of the Directorate, to ensure coherence across the sections/CCMI, and to maximise the impact of the Committee's work in the EU decision-making process.

The growing interconnectedness of policy themes we see before us reflects a world in profound transition. This triggers a sense of permanent challenge, and the desire to push the boundaries of traditional ways of thinking

What we offer:

With around 700 staff and 329 members, the EESC offers excellent career opportunities, while remaining a human-centred institution with a flat management structure that puts staff well-being at the heart of its priorities. The EESC, as an employer, is committed to diversity and inclusion, and has put in place a diversity and inclusion strategy. We are proud of our diverse teams, which drive our success. The EESC encourages applications from candidates of all backgrounds.

We offer:

- An inspiring working environment, with a good team spirit, supported by continuous learning and development;*
- The opportunity to support the core of the EESC's political activities and to tackle highly interesting horizontal challenges seeking to increase to overall political impact of the Committee.*

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 citizen¹;*
- have fulfilled any obligations imposed by national laws concerning military service;*
- fulfil the physical fitness conditions required for the performance of the duties involved²;*
- be below retirement age at the time of entry into service, which is, for officials and agents of the EU, set at the end of the month in which the age of 66³ is reached;*
- have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma⁴;*
- thorough knowledge of one of the languages of the European Union (EU) and a satisfactory knowledge of another official language of the EU. For operational reasons, a good knowledge of both English and French are required. Knowledge of other official EU languages would also be appreciated;*
- be registered in [EPSO](#)'s CAST P database in a FGIV⁵ profile relevant for the job before the end of the application period and – in case of being chosen for the post – having succeeded the tests⁶.*

¹ Prior to the engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record.

² 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.

³ Recruitment is subject to the rules on retirement laid down in the CEOS. Consequently, a contract cannot be extended beyond the end of the month in which the successful candidate reaches the age of 66.

Where the maximum duration of the contract foreseen in this vacancy notice exceeds that date, the contract will be terminated at the end of the month the successful candidate reaches the age of 66.

⁴ 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.

⁵ Please note that you are required to register for a CAST P selection of the FGIV even if you are registered for a CAST P selection of another FG.

⁶ Candidates shortlisted for an interview will be invited to the CAST P tests of a FGIV relevant profile if they haven't been tested yet.

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 the role of the European Economic and Social Committee in the interinstitutional processes and the policy areas managed by the Directorate;*
- Strong sense of initiative, proactivity and responsibility;*
- Diplomatic skills and good judgment;*
- Open-minded and flexible approach to challenges and a flair for solving problems;*
- Ability to manage priorities and master complex subjects;*
- Ability to manage processes and coordinate projects;*
- Strong administrative and reporting skills;*
- Solid organisational and communication skills;*
- Good knowledge of current IT applications (Microsoft Office, Share Point) and interest in the application of new IT tools, including AI-based tools;*
- Knowledge and experience of working on youth participation is desirable*

The selection board, acting within the mandate defined by the authority empowered to conclude contracts, may require candidates to undergo additional tests at any stage of the selection procedure.

4. General contract conditions

- Indicative start date: **01/01/2027** (depending on the successful completion of all administrative formalities);*
- Level: **Function Group IV** (if you fulfil all necessary conditions), grade (between 13 and 18) – which will depend on the duration of relevant professional experience⁷, 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 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 form⁸ 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;*

⁷ Relevant experience must be considered equal to or equivalent to the tasks described: it should be noted that experience gained in the EU institutions, bodies and agencies in grades below AD5 or GFIV will not be considered relevant.

⁸ 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 . Please note that applications sent by email without complying with these instructions will not be considered.

- *All candidates should attach a Curriculum Vitae (preferably in [Europass](#) format) and motivation letter in English or French.*