

NOTICE OF RECRUITMENT

Administrator advising on parliamentary business

Reference number	2025/12/AD
Type of contract	Temporary staff (open-ended), full-time
Function group & grade	AD 5
Place of employment	Brussels, BELGIUM
Application open until	27 November 2025, 12:00 (CET)
Candidates shortlisted and tests	January 2026

About the EPP Group

The **Group of the European People's Party (EPP Group)** is the largest and oldest group in the European Parliament. As a centre-right group, the Group is committed to creating a stronger Europe, building on its people and working towards the benefit of all Europeans. It is aiming to reach a more ambitious and a more self-assured Europe where everyone has an equal opportunity to succeed. In its day-to-day business, the Group and its Members can rely on the multinational secretariat providing high quality political, administrative and technical support.

Departments

The **Parliamentary Work - Internal Policies Directorate** is responsible for assisting MEPs in exercising their parliamentary prerogatives in committees and in plenary sessions. The Directorate coordinates the work of the three standing EPP Working Groups: Legal and Home Affairs, Budget and Structural Policies and Economy and Environment and provides support to the EPP Group's Chief Whip.

The **External Policies – Committees & Delegations Directorate** coordinates and supports the EPP Group's work on the European Union's external action and parliamentary diplomacy. It brings together the Group's activities in the parliamentary committees on International Trade (INTA), Development (DEVE), Foreign Affairs (AFET), Security and Defence (SEDE), and Human Rights (DROI), as well as in the areas of Neighbourhood Policy and Enlargement. The Directorate also oversees the Delegations and Parliamentary Diplomacy Unit, which supports Members in their

engagement with interparliamentary delegations, assemblies, ad hoc delegations and relations with the 3rd countries, including the EP election observation missions.

Job description

The Administrator advising on parliamentary business fulfils a supranational function within the EPP Group Secretariat and carries out, the following functions and duties:

- Supporting Members by providing in-depth expertise, drafting amendments, reports, briefings, voting lists, minutes, analyses, notes, joint declarations, resolutions, press releases, and other relevant documents as required;
- Advising the EPP coordinators with specialised input and strategic recommendations on matters related to EU policies;
- Liaising with EU institutions and other political groups, notably the European Commission and the Council, to ensure effective communication, coordination, and follow-up on ongoing files within the Group;
- Organising and following up on meetings;
- Supporting negotiations with other political groups by drawing on expert knowledge to strengthen the EPP position.
- Contributing to any activity necessary for the smooth running of the Group.

The post of **Administrator advising on parliamentary business** in the EPP Group Secretariat offers an excellent opportunity to contribute at the heart of European politics. The role involves supporting Members in parliamentary committees, providing expert analysis and strategic recommendations, and ensuring effective communication and coordination within the Group and with EU institutions.

The role requires strong political awareness, analytical and drafting skills, as well as the ability to work both independently and in close cooperation with colleagues in a multicultural environment. Candidates should demonstrate flexibility, sound judgment, organisational talent, and the ability to manage priorities under pressure. Excellent communication skills, discretion, and a results-oriented mindset are essential.

Job requirements

Candidates must have:

- a level of education which corresponds to completed university studies of at least three years attested by a diploma in International Politics, Economics, EU Affairs, International Relations, Public Administration, Law or a related field;
- at least four years of relevant university-level professional experience in advisory role related to EU policy similar to the duties described in the job description, acquired after obtaining the required educational qualification indicated in this notice;

- a thorough knowledge of English (C2);
- a very good knowledge of another EU language (at least C1);
- a good knowledge of additional EU language (at least B2);
- knowledge of the EP's and of the EPP Group's Secretariats, their organisation and functioning;
- knowledge of the rules and procedures in the field of the legislative work;
- a good knowledge of the functioning of the European Union institutions and of the EU policies;
- a very good knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint).

Salary & benefits

Successful candidate(s) may be offered a contract as a temporary agent of the type 2(c) for an indefinite period, in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS).

In addition to the basic salary, the following benefits apply:

- ⇒ Comprehensive **health insurance** (worldwide coverage);
- ⇒ Participation in the **EU pension scheme** (entitlement after 10 years);
- ⇒ At least **24 days** of annual leave;
- ⇒ **Allowances** (e.g. expatriation, household, dependent child, installation) depending on your situation;
- ⇒ **Training and career development opportunities.**

General admission conditions

CANDIDATES MUST FULFIL THE FOLLOWING CONDITIONS (art. 12(2) of the CEOS):

- be a national of one of the Member States of the European Union;
- enjoy their full rights as a citizen (have no criminal record);
- have fulfilled any obligations imposed by the laws concerning military service;
- meet the character requirements for the duties involved.

Personal Data

The EPP Group ensures that applicants' personal data are processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their

confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision N° 1247/2002/EC.

Equal opportunities

The EPP Group is an equal opportunities employer that is committed to diversity and to creating inclusive working environment. We encourage applications from qualified women and men who fulfil the job requirements, regardless of their age, race, ethnic origin, religion or belief, disability, sexual identity or any other characteristic.

HOW TO APPLY


Help us build a stronger, innovative, and forward-looking Europe. Join the EPP Group today!

Before You Apply

1.  **Read carefully** this notice.

2.  **Prepare your supporting documents.** Your applications **must be supported by:**

- Diplomas (secondary and post-secondary).
- Proof of professional experience (contracts, attestations, salary slips or equivalent). *Traineeships are not taken into account.* If the documents are not in English, French, or German, an unofficial translation into one of these languages must be provided.
- For self-employed activity: official documents (tax forms, VAT, invoices, etc.).
- Proof of language(s) knowledge (certificates or a written explanation if none available).
- Copy of ID card or passport.

 Only complete applications submitted by **the closing date** and **supported by the required documents** will be considered by the Selection Committee

- Any qualifications or experience not duly substantiated by supporting documents **will be disregarded.**

3.  **Submit your application below by 27 November 2025, 12:00 (CET)** with attaching the following:

- ⇒ Europass CV (in English)
- ⇒ Motivation letter (max. 500 words, in English)
- ⇒ All supporting documents in **1 single PDF** (max. 15 MB)

4.  **Confirmation** – You will receive an acknowledgement email. Check your spam folder if it does not arrive.

- Urgent queries may be sent by email to: epp-recruitment@europarl.europa.eu

- NO PHONE CALLS

ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

- The selection procedure is based on qualifications and tests (3 written tests in English + 1 oral test).
- The Selection Committee will review applications and select up to 18 candidates whose qualifications and documented professional experience best match the role.
- Decisions are based solely on the information provided in the application form and supporting documents.
- Candidates will be notified by email if they are admitted to the tests.
- False or unsupported information at any stage will lead to disqualification.
- Detailed information on the tests (nature, duration, scoring) is provided only to invited candidates.

INCLUSION ON THE LIST OF SUITABLE CANDIDATES

- Candidates who obtain at least 60% of the total points and meet the minimum mark for each test will be included on the list.
- The 6 highest-scoring candidates will be ranked in order of merit.
- Inclusion on the list does not guarantee recruitment.

CONDITIONS OF RECRUITMENT

Candidates on the list of suitable candidates are **eligible for recruitment** as positions become available in the EPP Group.

- Recruitment will be at grade AD5; several posts are available.
- The list is initially valid for 2 years and may be extended; candidates will be notified if so.
- Shortlisted candidates offered a position must provide original diplomas, degrees, and employment certificates for verification.

Link to the online application form:

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=5200f6121a004ad3a8fb78e615658ae3>