

## **CALL FOR INTEREST**

**Meeting Organisation Assistant (FG II)**

**Ref. 2026/CA/1/FGII**

**Deadline for applications: 31 March 2026, 12:00 (CET)**

*Be at the heart of Europe's decision-making  
and help shape policies that safeguard our way of life*

Join the EPP Group in the European Parliament and contribute to the smooth and efficient functioning of the largest political group in the Parliament. As a key political actor at European level, the EPP Group relies on a well-organised and professional administration to support its Members and ensure the effective delivery of its activities.

We are looking for a Meeting Organisation Assistant to join the Internal Organisation Directorate. In this operational role, you will contribute to the day-to-day logistical and administrative functioning of the Secretariat, ensuring the efficient circulation of documents, the preparation of meeting facilities, and the provision of practical support to Members and staff.

This is an opportunity to work at the heart of a dynamic European institution, contributing to the internal services that enable political work to be carried out effectively and professionally.

### **Why join us?**

- Be part of a professional and multicultural working environment.
- Contribute directly to the smooth organisation of meetings, events and internal operations supporting Members and staff.
- Work within a structured Directorate coordinating finance, human resources and ICT, gaining insight into the internal functioning of a major European political group.
- Benefit from stable working conditions, opportunities to develop practical and digital skills and a workplace where teamwork, reliability and service excellence are valued.

### **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.

## Department

The Internal Organisation Directorate coordinates the work of the three Units: Finance Unit, HR Unit and ICT Unit as well as planning of internal meeting.

## Job description

The **Meeting Organisation Assistant** fulfils a supranational function within the EPP Group Secretariat and carries out, the following functions and duties:

- Provide logistical and on-site assistance to MEPs and the Group's leadership during meetings and official engagements, as required.
- Prepare and set up meeting rooms for internal meetings, conferences, seminars and other events, ensuring readiness and professionalism.
- Welcome visitors at the Accreditation Centre and guide them through administrative procedures, including badge issuance and access formalities.
- Support the registration, scanning, dispatch and archiving of documents in line with internal procedures.
- Assist with inventory management and routine checks of meeting room equipment.
- Handle photocopying tasks and monitor the proper functioning of office machines, reporting technical issues when necessary.
- Manage office supplies, including stock monitoring and replenishment.
- Offer operational support and additional assistance within the scope of responsibilities when needed.

This position offers an excellent opportunity for motivated candidates to contribute to the smooth day-to-day functioning of the EPP Group within the European Parliament. The selected candidate will join the Internal Organisation Directorate and play an operational role in ensuring the efficient preparation of internal meetings and support to Members and staff.

The role requires strong organisational skills, attention to detail and a service-oriented approach. The successful candidate should be able to work both independently and as part of a team in a multicultural environment. Reliability, flexibility and the ability to prioritise tasks during busy periods are essential. Good communication skills, a practical mindset and a high level of discretion are also required.

A good command of English is necessary for functional reasons, and a satisfactory knowledge of French is desirable. Knowledge of the functioning of the European Parliament and of the EPP Group will be considered an asset.

The post may involve occasional travel, notably to Strasbourg during plenary sessions, depending on operational needs.

## Job requirements

Candidates must have:

- ⇒ 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; OR
- ⇒ where justified in the interest of the service, professional training or professional experience of an equivalent level (related to the nature of the tasks and qualifications indicated in the job description).
- ⇒ after obtaining the aforementioned educational qualifications, at least two years of professional experience in areas relevant to administrative support, logistics, document management or similar operational roles;
- ⇒ a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a good level of English is required and a satisfactory knowledge of French will be considered an asset;
- ⇒ a good working knowledge of IT tools (e.g. Outlook, Word, Excel);
- ⇒ good organisational skills and attention to detail, with the ability to organise own work, identify priorities and manage logistical tasks accurately and efficiently;
- ⇒ good interpersonal and communication skills, with the ability to convey information clearly and to welcome visitors professionally and provide clear guidance on administrative procedures;
- ⇒ practical understanding of meeting room preparation and logistics and event support within an institutional environment;
- ⇒ ability to monitor and manage office supplies and inventories in a structured and proactive manner, showing initiative and ownership in the execution of tasks;
- ⇒ knowledge of the EP's and of the EPP Group's Secretariats, their wider political organisation and functioning will be considered an asset;
- ⇒ strong sense of discretion, responsibility and confidentiality when handling official documents and interacting with Members, staff and visitors.

## Salary & benefits

Successful candidates may be offered a contract agent position (FG II) for a duration of one year, renewable, in line with the Conditions of Employment of Other Servants of the EU ([CEOS](#)).

In addition to the basic salary (from €2 714,73 to €3 932,35 depending on length of experience), you will benefit from:

- ⇒ 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.

## HOW TO APPLY

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

1.  Read carefully this notice.
2.  Prepare your **supporting documents**.

Your applications **must be supported by:**

- Diplomas (secondary or/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.

 Supporting documents must be complete and readable. Any application containing blacked-out (redacted) information or incomplete documents will be excluded from the selection process.

3.  Submit online application in English via EPP Group career website by **31 March 2026, 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](mailto:epp-recruitment@europarl.europa.eu)
  - NO PHONE CALLS
5.  Selection process
  - Selection Committee assesses only applications which are substantiated with supporting documents
  - Incomplete application = candidate excluded

6. 🗨️ Interviews & shortlist

- Eligible candidates included on a reserve list
- Interview/assessment based on the candidate's profile and the needs of the service

**Link to the online application form:**

**<https://form.erecruiter.pl/form/2aafb163299b42ccac0056ee3f8ed4b4>**