

CALL FOR INTEREST

Parliamentary Work Assistant (FG II)

Ref. 2026/CA/2/FGII

Deadline for applications: 15 September 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 Parliamentary Work Assistant to join the Parliamentary Work – Internal Policies Directorate. This is an opportunity to work at the heart of a dynamic European institution, supporting the parliamentary activities of the largest political group in the European Parliament and contributing to the effective functioning of its legislative and political work.

Why join us?

- Be part of a professional, multicultural and politically dynamic working environment.
- Play an active role in supporting the parliamentary activities of the largest political group in the European Parliament.
- Work closely with Members of the European Parliament, policy advisers and parliamentary staff, gaining valuable experience in EU legislative procedures and political coordination.
- Benefit from stable working conditions, opportunities for professional development and a collaborative workplace where teamwork, initiative, 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 **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 **Legislative Coordination Unit** and the three standing EPP Working Groups: **Legal and Home Affairs**, **Budget and Structural Policies**, and **Economy and Environment**. The Directorate provides political, legislative and administrative support to Members throughout the parliamentary decision-making process, ensuring effective coordination of the Group's work within the European Parliament.

Job description

The **Parliamentary Work Assistant** fulfils a supranational function within the EPP Group Secretariat and carries out, under the supervision of the Director, Head of Unit or Administrator, the following functions and duties:

- Provide administrative and organisational support to the Director, Head of Unit, Administrators in the preparation and follow-up of parliamentary activities.
- Assist the Director, Head of Unit and Administrators in the preparation and follow-up of parliamentary work, including committee activities, the preparation of voting lists and contacts with other political groups and the European Parliament administration.
- Draft, format and finalise correspondence, minutes, notes, briefing documents and other administrative documents related to the Directorate's activities.
- Manage electronic and paper files, ensure the registration, circulation and archiving of documents and maintain relevant databases and records.
- Carry out linguistic, typographical and formatting checks of documents and assist with translations where appropriate.
- Prepare statistics, tables, presentations and reports using standard IT applications, as required.
- Contribute to the smooth day-to-day functioning of the Directorate by providing administrative support, coordinating with other services of the European Parliament and the EPP Group Secretariat, and providing backup assistance where necessary.

This position offers an excellent opportunity for motivated candidates to contribute directly to the parliamentary work of the EPP Group within the European Parliament. The selected candidate will join the Parliamentary Work – Internal Policies Directorate and provide administrative and organisational support for the preparation, coordination and follow-up of committee and plenary activities, including meetings, voting lists and contacts with other political groups and the European Parliament administration.

The role requires strong organisational skills, accuracy and the ability to manage several priorities in a fast-paced political environment. The successful candidate should be able to work independently and collaboratively within a multicultural team. Reliability, flexibility, good communication skills, a service-oriented approach and a high level of discretion are essential.

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

QUALIFICATIONS AND EXPERIENCE REQUIRED

Eligibility criteria

The selection procedure is open to candidates who satisfy the following eligibility criteria on the closing date and time for application:

- ⇒ 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.
- ⇒ 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).

Selection criteria

Candidates selected based on the above eligibility criteria will then be evaluated according to the following selection criteria:

- ⇒ after obtaining the aforementioned educational qualifications, at least two years of professional experience similar to the duties as described in the job description;
- ⇒ a thorough knowledge of one of the following languages: German, Hungarian, Polish, Spanish (C2);
- ⇒ a very good level of English (C1);
- ⇒ knowledge of other EU languages is an asset;
- ⇒ proven organisational skills, with the ability to manage priorities and ensure the accurate follow-up of administrative tasks;
- ⇒ good drafting, communication and interpersonal skills;
- ⇒ ability to work accurately, discreetly and effectively, both independently and as part of a multicultural team;
- ⇒ knowledge of the EP's and of the EPP Group's Secretariats, their wider political organisation and functioning will be considered an asset.

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.

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 legible. 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 **15 September 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: eppgroup-recruitment@europarl.europa.eu
- NO PHONE CALLS

5.  Selection procedure

- Only applications meeting the eligibility requirements and supported by the required documentation will be assessed by the Selection Committee.
- Candidates shortlisted on the basis of their qualifications and professional experience may be invited to a written test and/or interview. The Selection Committee will assess candidates against the selection criteria set out in this vacancy notice.

Link to the online application form:

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=07cf393908cb482f9d2208ab65c6bfee>