

Call for expressions of interest

Contract agents with disabilities

REFERENCE: 2025/Scheme for contract agents with disabilities

DIRECTORATE/UNIT: All departments of the Council of the European Union

CONTRACT TYPE: CONTRACT AGENT

GRADE: FG II, FG III, FG IV

LOCATION: BRUSSELS

APPLICATION PERIOD: 3 NOVEMBER 2025 - 3 NOVEMBER 2026 12:00 CET

Are you looking for a new challenge in your professional career? If you are a person with a recognised disability and would like to work in a vibrant international environment at the heart of European decision-making, we have the right opportunity for you.

Around one in six people today experiences some form of disability. The UN Convention of the Rights of Persons with Disabilities and Article 1d(1) of the EU Staff Regulations require that persons with disabilities should enjoy equal opportunities for employment and career development, an accessible working environment and reasonable accommodation.

Building a more diverse and balanced workforce, including with regard to disability, offers tangible benefits in terms of the diversity of skills, thought and creativity. It also better reflects different sections of society within the European Union.

This pilot scheme is being launched in accordance with the [Diversity and Inclusion Strategy](#) of the General Secretariat of the Council (GSC) for the period 2025 – 2030 in order to increase the proportion of persons with disabilities among its staff.

The purpose of this scheme is to establish a database of suitable candidates from which the General Secretariat of the Council (GSC) can recruit contract agents with disabilities for various tasks to fill up to three posts per year as contract agents in function groups II, III or IV with a one-year contract. The application period is open from 03/11/2025 until 03/11/2026 12:00 CET. You can apply at any moment within this period.

Moreover, this database can be used to recruit CAs outside the scheme for CAs with disabilities.

WHO WE ARE

[The General Secretariat of the Council](#) is the body responsible for assisting two EU institutions: the European Council and the Council of the EU, including its Presidencies, the Permanent Representatives Committee (Coreper) and the other Council committees and working parties.

The GSC organises and ensures the coherence of the Council's work and the implementation of its 18-month programme. In summary, the GSC plays a vital role in ensuring effective functioning and coordination within the EU's decision-making bodies.

At the GSC, we are a diverse group from different backgrounds, ranging from policy experts to communication and IT specialists, lawyers, translators, security staff, finance experts, secretaries and many others.

Our culture at the Council is deeply rooted in collaboration and we pride ourselves on fostering a close-knit environment. The ease with which you can network and get to know your managers and colleagues is one of the reasons why we refer to the Council as a 'human-sized institution'.

Our commitment to diversity and inclusion creates a welcoming environment where everyone feels respected and valued.

WHAT WE OFFER

The GSC offers employment opportunities across a variety of staff categories, including permanent officials, contract and temporary staff, seconded national experts, trainees and others. We work together to ensure that everything runs smoothly, and that meetings and negotiations are well prepared.

The GSC offers a flexible and enriching EU career, starting with a personalised onboarding programme to ensure that you get off to a good start. We support your personal and professional development through continuous learning opportunities and empower you to excel. With a variety of career-enriching options such as job shadowing, temporary assignments and horizontal career moves, we are committed to helping our staff to shape their career path.

Working conditions

We offer an attractive employment package designed to support your well-being and professional development. This includes a competitive salary, health insurance, various allowances and sports facilities on Council premises.

Our flexible working conditions and teleworking options make it easier to balance your professional and personal life. For families, nursery facilities and European multilingual schools are available. And with our offices located in Brussels, you'll be based in one of the EU's most vibrant and international cities.

We offer careers for contract agents within three distinct function groups:

Function group II

Contract agents will carry out assistance and support tasks, using IT tools, relating in particular to technical/operational and administrative support. The duties may vary from one department to another, and may include the following:

- handling and following up technical and administrative files in line with the applicable framework;
- drawing up technical reports and/or specifications, monitoring contract performance and acceptance of works;

- administrative work relating to the purchase of products (equipment, supplies and goods); handling staff files;
- handling and following up on case files: opening and registering cases, following up on procedures, monitoring deadlines;
- drafting correspondence, notes and minutes;
- keeping appointments diaries and organising and coordinating meetings for the line manager, including compiling files and working documents and sending out minutes;
- answering, filtering and transferring telephone calls, handling correspondence and giving general information to callers;
- managing and archiving documents. This may involve registering, encoding, allocating and distributing in/out documents/mail; archiving and securing documents/files in compliance with archiving, data protection and confidentiality rules;
- assisting in the coordination and planning of the department's work.

These duties require a thorough knowledge of IT tools such as word processing, spreadsheets and databases.

They also require the applicant to constantly keep up with digital developments and upgrade any relevant skills.

Function group III

The duties may vary from one department to another, and may include the following:

- contribute to the execution of the processes, deadlines and follow-up work of the Council, its preparatory bodies and/or special committees;
- ensure the implementation of procedural arrangements for the work of the Council and its preparatory bodies;
- assist in the preparation of and follow-up to the work of the Council, its preparatory bodies and special committees;
- assist in the preparation of documents relating to the activities of the Council and its preparatory bodies;
- handle contacts with delegates of the Presidency and the Member States, as well as with interlocutors in other institutions on issues of substance;
- communicate and cooperate with internal and external interlocutors;
- contribute to the planning and execution of technical operations and procedures in the field covered by the department concerned;
- compile, summarise and/or analyse relevant data for the development of technical procedures and/or projects;
- collect, summarise and/or analyse relevant data for the development of administrative procedures and/or projects;
- draft notes, minutes, documentation and other texts of a certain degree of complexity supporting the development of policies and procedures and/or projects;
- assist in and contribute to the follow-up to meetings and/or projects;
- provide information, advice and technical support to staff and managers;
- contribute actively to finding solutions to technical and administrative issues;
- contribute to the planning and execution of administrative operations and procedures in the field covered by the department concerned;
- assist the manager in organisational matters, including the effective planning and management of his or her activities;

- provide assistance in monitoring the proper follow-up to decisions;
- filter and prioritise files submitted to the manager;
- facilitate coordination and communication with departments outside the department concerned and outside the GSC, under the supervision of the manager;
- coordinate the organisation of internal and external meetings.

Function group IV

The duties may vary from one service to another and may include:

- drafting documents relating to the activities of the European Council and/or the Council and its preparatory bodies;
- contributing to the preparation and coordination of, and the follow-up to, internal GSC meetings and/or meetings of the European Council and/or the Council and its preparatory bodies;
- designing, analysing and summarising files and/or issues, and preparing documents with a view to facilitating decision-making;
- planning, organising, coordinating and following up on specific projects;
- carrying out assessments and drawing up reports;
- representing the unit, the directorate, the DG or the General Secretariat at meetings;
- providing strategic, policy, legal, linguistic and/or procedural advice with a high degree of autonomy;
- contributing to the implementation of strategies and work programmes, including by taking the initiative with a view to improving working methods and procedures;
- communicating and cooperating with internal and external interlocutors;
- building and fostering effective relationships with key stakeholders.

WHAT WE ARE LOOKING FOR

General eligibility criteria¹

To be considered eligible, you must meet all the criteria listed below:

- be a national of a Member State of the European Union;
- enjoy your full rights as a citizen;
- meet the character requirements for the duties involved;
- be physically fit to perform the duties involved;
- be below retirement age, which for officials and agents of the EU is set at the end of the month in which the age of 66 is reached;
- have fulfilled any military service obligations as required under national law;
- have a knowledge of at least two official EU languages², one at a minimum C1 level (thorough knowledge) and the other at a minimum B2 level (satisfactory knowledge)³;
- be in possession of a document issued by a national or regional authority or an accredited body in a Member State of the EU proving a disability or an EU disability card.

¹ Only candidates who comply with the eligibility criteria will be considered.

² The EU has 24 official languages: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

³ Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening). These abilities reflect those of the [Common European Framework of Reference for Languages](#).

Minimum qualifications

For function groups II and III:

- (i) a level of post-secondary education attested to by a diploma, or
- (ii) a level of secondary education attested to by a diploma giving access to post-secondary education, and at least three years of appropriate professional experience.

For function group IV:

- (i) a level of education which corresponds to completed university studies of at least three years attested to by a diploma.

Diplomas, whether issued in a Member State or in a non-EU country, must be recognised by an official body of an EU Member State, such as the ministry of education. If you possess diplomas issued by a non-EU country, you must provide an EU-equivalence statement for those diplomas. You can find further information on the recognition of non-EU qualifications through the ENIC-NARIC networks (<https://www.enic-naric.net>).

Specific requirements

Some posts might require security clearance allowing access to classified documents (EU SECRET level). Candidates applying for the post must be prepared to undergo security screening under [Council Decision 2013/488/EU of 23 September 2013](#).

SELECTION CRITERIA

The assessment of the comparative merits of the candidates will be carried out by the selection panel on the basis of the requirements for an available position and according to the [GSC Competency Framework](#).

HOW TO APPLY⁴

Candidates who fulfil the eligibility criteria are invited to apply to this call for expressions of interest via the [EU Survey platform](#) from 03/11/2025 until 03/11/2026 at 12:00 CET.

To apply via EU Survey, you will be required to create your EU login account or use your existing EU login account. If you are experiencing problems registering your EU Login account, you are advised to create your account using a personal email address and telephone number. For more information, visit the [EU Login Help website](#).

If you are currently employed by an EU institution and already have an EU Login account, you will need to merge your internal and external accounts. Detailed instructions on how to do this are available [here](#).

You are advised to complete all the relevant fields when applying via EU Survey, and you should attach a recent CV.

An acknowledgement of your application will be sent to the email address indicated in your

⁴ The purpose of processing of the data submitted by candidates is to manage the applications with a view to possible recruitment in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018, which can be consulted [here](#).

application.

If you have any further questions, please contact the Temporary Staffing Services Office of the Council of the EU via GSC-CA-Selections@consilium.europa.eu, clearly indicating the reference number of the call for expressions of interest.

SELECTION PROCEDURE

When a position becomes available, the recruiting service together with the GSC's HR department will evaluate the applications based on the abovementioned eligibility and selection criteria, together with the requirements of the recruiting service.

Shortlisted candidates fulfilling the eligibility and selection criteria will be contacted by the GSC's HR department with a view to participating in a selection procedure. Those candidates may be invited to take a test organised internally by the GSC and/or to attend an interview.

EMPLOYMENT CONDITIONS

The successful candidates will be recruited as a **Contract Agent (FG II, III, IV)** pursuant to Article 3(b) of the [Conditions of Employment of Other Servants of the European Union \(CEOS\)](#).

The [salaries of contract](#) staff are subject to a community tax deducted at source and are supplemented by various allowances. The European institutions have their own social security and pension scheme. The contract will be for a duration of **one year**. The jobholder will serve a probation period of nine months. The conclusion of the contract is subject to you fulfilling the conditions set out in CEOS (Article 12) and to verification of the proof of education and professional experience mentioned in your CV. The place of employment will be Brussels.

DIVERSITY & INCLUSION

The GSC is committed to diversity and inclusion. We actively seek diversity and promote inclusion among staff. We embrace all differences based on geographical and demographic characteristics and identities and strongly believe that diversity enriches our perspectives, improves our performance and increases our well-being. We therefore encourage applications from qualified candidates from diverse backgrounds, across all abilities and on the broadest possible geographical basis among the EU Member States. For more information, please click [here](#).

APPEAL PROCEDURE

For more information on means of redress, please follow this [link](#).