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Job | 19.06.2026

Administrator advising on policy issues in the field of European Union Internal Policies (PG)

The Greens/EFA Group in the European Parliament has decided to open the procedure for filling the post of **Administrator advising on policy issues in the field of European Union Internal Policies (PG)** as Temporary Agent in its Secretariat in Brussels (Grade AD 6).

NATURE OF THE FUNCTION AND PROFILE

Tasks to be performed:

- Take part in the preparation of parliamentary work including drafting reports, briefings, resolutions, amendments and voting lists and attend the meetings of the assigned committee;
- Assure close cooperation with potential team members, offices of concerned MEPs and close contacts to EP secretariat;
- Liaise and negotiate with other political groups and with Commission and Council services; Prepare and follow-up conciliation and trialogue meetings;
- Keep Group Members informed about the work in the committee; take part in the work of the Group concerning the assigned issues, prepare dossiers for Group meetings;
- Do specific research and take part in the preparation of policy papers on key issues for committee and group priorities;
- Follow up outcomes of committee reports after adoption in plenary and of political priorities of the group in the assigned field;
- Cooperate with Green/EFA colleagues and colleagues of other political groups, the European Parliament and respective services within the European Commission on relevant policy issues;
- Network with political actors in the field, outside the European Parliament;
- Organise conferences in the fields of competence; Contribute to campaign material and media work, campaigning in the field of competence.

Requirements:

- Qualifications as laid down in heading III. B. 1;
- Knowledge of languages as set out in heading III. B. 2;

- At least 2 years of professional experience in line with the function;
- Very good knowledge of Internal Policies of the Union (IPOL) policies;
- Strong knowledge of the institutional structure of the European Union, its activities and the legislative procedures; as well as of the functioning of the European Parliament;
- Excellent writing skills, analysis skills and a proven record of strategic planning
- Strong collaboration skills, communicative attitude and experience in working in a multicultural environment

Assets:

- Interest in the political work of the Greens/EFA Group and knowledge of Greens/EFA policies and positions;
- Work experience in the European Parliament;
- An educational background in line with the nature of the function;
- Additional education or trainings in the field;
- Knowledge of any supplementary official languages of the European Union to the one as set out in heading III. B. 2

Equal opportunities

The Greens/EFA group is dedicated to providing equal employment opportunities, fostering diversity, and creating an inclusive, discrimination free and harassment free work environment. Therefore, we actively work on minimising the influence of our biases in our recruitment procedures, in particular related to but not limited to, ethnicity, national origin, race, age, gender identity and expression, sexual orientation, domestic circumstances, physical appearance, disability status, socioeconomic background and atypical careers. In case of equal appreciation on competence and suitability for the position, preference will be given to applicants from under-represented groups.

Place of employment

Brussels (Belgium). Frequent travel outside the place of work is required, in particular several days per month to Strasbourg during the plenary session and to other Member States for short trips.

Availability of the post

The post will be available as from October 2026.

Recommendations

Before filling in the application form, please read the recruitment notice carefully. It provides precise information on the conditions for admission, and the selection procedure itself. Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning this recruitment procedure. It reserves the right to disqualify any candidate who disregards this instruction.

Closing date for applications

The closing date for applications is 3rd July 2026 at 23:59 GMT +1.

[Find the full job opening here.](#)

Recommended

Contact person



Katy Cadwallader

Human Resources Officer



Alice Milabi

Human Resources Officer

Attached documents

[RC203851 Administrator advising on policy issues in the field of European Union Internal Policies \(PG\) \(AD 6\)](#)

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