



Brussels, 19 May 2025

**CONTRACT AGENT¹ – FUNCTION GROUP IV – Administrator
Committee on the Internal Market and Consumer Protection (IMCO)**

We are looking for an experienced Administrator on Internal Market and Consumer Protection to join our S&D secretariat.

Job description

- Responsibility for the parliamentary committee concerned, following up work and providing assistance to S&D members of the committee, including the drafting and management of amendments, voting lists, reviews, minutes, and providing opinions and advice as necessary, possibly in close and effective cooperation with other colleagues in the same committee,
- Close cooperation with the S&D MEP who acts as coordinator for the committee,
- Preparation of working groups, including 'horizontal' working groups, monitoring them and ensuring their smooth-running,
- Coordination with the other political groups and the administration of the European Parliament,
- Responsibility for the follow-up of the work of the Plenary Assembly of the EP relating to the IMCO committee, including maintaining external contacts where necessary,
- Liaison with the press and the communications team,
- Establish contacts with civil society and other external groups.

Knowledge / skills required

- To be a citizen of a member country of the European Union and to enjoy their civil rights,
- Level of education corresponding to a complete cycle of university studies of at least three years completed attested by a diploma, followed by minimum two years of professional experience in the area of expertise,
- Knowledge of community mechanisms and European institutions,
- Excellent writing, analysis and synthesis skills,
- Good computer skills.

¹ Contract agent - *Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union*. Salary range can be consulted here: https://epso.europa.eu/help/faq/2228_en

Languages

- For functional reasons, very good knowledge of English (C1 level minimum). Good knowledge of German, French or Spanish is an asset (B2 level).
- Knowledge of other official languages of the European Union will be taken into consideration.

The S&D Group insists, in particular, on the fact that this position requires availability and flexibility, a methodical approach, discretion, and a capacity for rapid adaptation to variable workloads. Candidates must be able to demonstrate initiative, both independently and as a team, and adapt to a multicultural environment.

Frequent travel outside Belgium may be required, especially to Strasbourg during the parliamentary sessions.

Duration of the contract: 1 year (9 months' probation period) starting, from 1st September 2025. Renewable.

Send your CV and a motivation letter to: s-d.jobs@ep.europa.eu

<i>Reference</i>	<i>IMCO</i>
<i>Deadline</i>	<i>Monday 2 June 2025, 12:00 (Brussels time)</i>