

**EUROPEAN CONSERVATIVES AND REFORMISTS GROUP  
IN THE EUROPEAN PARLIAMENT**

**INTERNAL NOTICE OF VACANCY IRC 202286**

**POST:** Administrator Italian language (F/M); Temporary Agent Grade AD 7; one post.

**I. INTRODUCTION**

The Group of the European Conservatives and Reformists (ECR) in the European Parliament has decided to open the procedure for filling one post of Administrator Italian language in the temporary agent category for its Secretariat in Brussels.

For these posts, **only** applications from European Parliament **officials** and **temporary agents 2c<sup>1</sup>** will be taken into consideration.

**Equal opportunities**

The ECR Group is an equal-opportunities employer and encourages applications from qualified men and women who fulfil the conditions for admission, excluding all discrimination.

**Place of employment**

Brussels (Belgium)

Frequent travel outside the place of work is required, in particular several days per month in Strasbourg during the plenary session.

**Availability of the posts**

The posts will be available as from **16<sup>th</sup> May 2026**.

**Closing date for applications**

The closing date for applications is **7<sup>th</sup> April 2026 at 12:00**.

**Protection of personal data**

The ECR Group ensures that applicants' personal data are processed in line with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security.

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<sup>1</sup> Recruited in accordance with Art. 5.1 second indent, of the GIP on recruitment of officials and other servants.

## II. JOB DESCRIPTION

The administrator fulfils a supranational function within the ECR Group Secretariat, and assists all ECR Members of the European Parliament in the carrying out of tasks which, within the context of organisation of the ECR Group, may include:

- participation in the legislative work of REGI and LIBE parliamentary committees,
- political advice,
- drawing up of politically and technically coherent parliamentary positions in the main fields of activity of the European Union,
- management, organization and follow-up of meetings,
- Information and communication tasks,
- any other activity necessary for the successful operation of the Group.

## III. QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

Candidates must have:

- a) In accordance with the terms of article 5(3) of the Staff Regulations
  - (i) a level of education corresponding to completed university study attested by a diploma where the normal duration of such studies is four years or more, or
  - (ii) a level of education corresponding to completed university studies attested by a diploma and at least one year's relevant professional experience where the normal duration of such studies is at least three years, or
  - (iii) where justified in the interest of the service, professional training of an equivalent level;
- b) A minimum of 6 years full-time professional experience is required, including experience in Political groups of the European Parliament;
- c) Good knowledge of the functioning of the European Union Institutions and of the political systems within the European Union;
- d) Proven ability to carry out conceptual analytical work;
- e) Knowledge of the political activities of the ECR Group and its Members;
- f) Capacity for team work in a multinational environment;
- g) Excellent knowledge of Italian and for work purpose a very good knowledge of English. Knowledge of other official languages of the European Union will be taken into account.

## IV. SELECTION PROCEDURE

The selection will be based solely on the documents sent by the applicant.

The Selection Committee will consider the applications, draw up the list of candidates who meet the conditions as set out above, and select, on the basis of previously established criteria, those candidates whose qualifications and professional experience indicate the best fit with the duties to be carried out as described in the job description.

The Selection Committee will base its decision on information given in the motivation letter and CV and may, if it judges it necessary, request, at any stage of the procedure, to provide the supporting documents proving what is claimed.

## V. APPLICATION PROCEDURE

An Europass CV, duly completed in English as well as a one-page signed motivation letter in English, must be delivered by hand to the ECR Human Resources Officer, Alessia Piccarolo in ZWEIG 02L002 or by email in a single pdf file to [alessia.piccarolo@ep.europa.eu](mailto:alessia.piccarolo@ep.europa.eu) by the closing date.

Brussels, 25 March 2026