



VACANCY NOTICE - CONTRACT AGENT

Job title	Policy Officer - Programme Manager - Finland, Latvia, Estonia and Lithuania
Reference	EC-2026-EMPL-499185
Application deadline	03/11/2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Employment, Social Affairs and Inclusion
Unit	D5 - Finland, Latvia, Estonia, Lithuania
Place of assignment	Brussels
Domain	EMPLOYMENT (EU/national/regional level)
Contract type and Function Group	Contract Agent 3b FG IV

About us

The Directorate-General for Employment, Social Affairs, and Inclusion (DG EMPL) is a department within the European Commission. The main goals of the Directorate-General are to: (1) Promote job creation and ensure better job quality, with a focus on youth employment and the challenges posed by the changing world of work. (2) Strengthen social protection systems, with a focus on ensuring that all EU citizens have access to quality, affordable, and inclusive social services and (3) Enhance the EU's social dimension, including the promotion of social rights, social dialogue, and the fight against poverty and social exclusion. By pursuing these goals, DG EMPL aims to create a more inclusive and equitable society in the European Union, where all citizens can access quality employment, effective skills, social protection, and social services.

The mission of the Geographical Unit EMPL D5 is to contribute to attaining the aims and objectives contained in the European Pillar of Social Rights, to support fair green and digital transitions and help foster the economic and social resilience of Finland, Latvia, Estonia and Lithuania. It promotes efficient and inclusive labour markets, skills development and social inclusion. To this effect, Unit D5 provides country intelligence for DG Employment and contributes to the European Semester and funds management.

The Unit contributes to the preparation of the National and Regional Partnership Plans for the post-2027 funding period and ensures, in close cooperation with the Member States and stakeholders (such as the social partners and civil society organizations), the efficient and effective programming and implementation of the European Social Fund Plus (2021-2027) and the European Social Fund, the Youth Employment Initiative and the Social Climate Fund 2026-2032. It coordinates these funds with other European funding streams, including the Recovery and Resilience Facility and the European Regional Development Fund.

About the role



The successful candidate will support the units' analysis for the preparation and negotiation of the National and Regional Partnership Plans, notably for Latvia. She/he will contribute to the monitoring of the ESF+ and the Programme for Addressing Material Deprivation in Latvia and the management of the Social Climate Fund where appropriate. The new colleague will also contribute to the preparations of the analysis for the European Semester and provide country intelligence. The jobholder will have regular contacts with the national authorities and other stakeholders, prepare negotiation and monitoring meetings and travel on regular missions to the Member State(s).

The successful candidate will work mainly on Latvia and depending on his/her competences contribute to the unit work on Estonia and Lithuania, on a large variety of tasks aiming at:

- Supporting the negotiations and implementation of the National and Regional Partnership Plan.
- Contributing to the implementation of the European Social Fund Plus and the Programme for Addressing Material Deprivation 2021-2027 as well as the Social Climate Fund.
- Assisting with the country specific analysis for the European Semester and providing country intelligence on topical developments.
- Coordinating with other services at policy and technical level and providing contributions to briefing requests.
- Assisting in the representation of DG EMPL in internal and external meetings with stakeholders, as well as EU inter-institutional relations.

Qualifications, experience and skills

We are looking for a highly motivated candidate, results-oriented and proactive. She/he should have confirmed strong analytical skills and a solid understanding of EU funding instruments, preferably through work experience at project, programme or EU level. Relevant policy knowledge is also required for this position. Experience and knowledge about EU level policy developments in the areas of employment, social inclusion, skills, energy and transport poverty are strong assets.

The future colleague is expected to have very good organisation skills, a good sense of initiative and responsibility as well as strong social and diplomatic skills. She/he must be a good team player, be able to quickly identify key issues and deliver quality outputs. Knowledge of Latvian (and/or Lithuanian, Estonian or Finnish) would be a key asset. Excellent drafting and speaking skills in English are an important advantage.

How to express your interest?

You should send your documents in a single pdf in the following order:

1. Your CV
2. Completed application form

Please send these documents by the publication deadline to EMPL-DIRECTORATE-D-VACANCIES@ec.europa.eu indicating the selection reference EC-2026-EMPL-499185.

Eligibility

For eligibility, please consult [this page](#) with all the information needed.