

# Vacancy notice

## Webmaster

CLOSING DATE FOR APPLICATIONS – 27/03/2026 at 12h00 (CET)

**REFERENCE:** CONS/3/2026/TA-AST/COMM.1.C.S1

**DIRECTORATE/UNIT:** COMM.1.C S.1 WEBSITE MANAGEMENT AND DESIGN

**CONTRACT TYPE:** TEMPORARY AGENT

**GRADE:** AST3

**LOCATION:** BRUSSELS

**CLOSING DATE FOR APPLICATIONS:** 27/03/2026 AT 12H00 CET

Do you thrive in a dynamic, fast-paced environment? The GSC's digital communication unit (COMM.1.C) is seeking a skilled webmaster to join the team.

### WE ARE

The digital communication unit (COMM.1.C) manages the website and corporate social media channels for all institutions and bodies supported by the General Secretariat of the Council (GSC): the Council of the EU, the European Council and the Eurogroup. It also manages the creation of the website for the Council's presidencies.

It creates digital content in different forms and formats (text, infographics, data visualisations, explainers, stories, etc.). It distributes content, runs promotional campaigns and evaluates content performance.

The unit continuously improves, changes and innovates in order to deliver better content and a better user experience on the website and social media.

The unit is responsible for data-driven improvements to content and products. It also provides strategic advice on digital communication for various stakeholders and collaborates closely with a number of clients and partners (the President of the European Council, the President of the Eurogroup, Council presidencies, other EU institutions and other relevant government partners).

The unit is divided into two sectors:

- the digital content and governance sector and
- the website management and design sector

## WE OFFER

As a webmaster in the website management and design sector, you will work in a very dynamic and fast-paced environment with a variety of daily activities.

Tasks you will be asked to perform include:

- drafting technical requirements for the development of the Council's websites and the website for the Council's presidencies
- managing technical platforms for web publishing (CMS), e-mail distribution and digital analytics
- providing webmastering support to the users of the CMS behind the Council website
- testing and troubleshooting back-end and front-end developments in cooperation with DITEC, the GSC's IT department
- collecting, editing, adapting and publishing content and multimedia elements for the websites using content management tools (CMS), including multilingual content and the translation management workflow
- managing projects for the websites and the GSC's e-mail sending platform
- working on the technical and visual aspect of the Council's website and the website for the Council's presidencies
- producing analytics reports
- ensuring product delivery to support stakeholders and users' needs
- ensuring that all products are built to the requested level of quality.

## Working conditions

The post will be based in a modern shared office in our headquarters in Brussels. The GSC offers a comprehensive package of flexible working measures, including telework and flexitime based on service needs and according to the rules of the GSC. A dedicated crèche, after-school and school holiday childcare is also available for staff with young children.

## WE ARE LOOKING FOR

### Eligibility criteria<sup>1</sup>

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

- be national of a Member State of the European Union;
- enjoy your full rights as citizen;
- meet the character requirements for the duties involved;
- be physically fit enough 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 required by national laws;
- have knowledge of at least two official EU languages<sup>2</sup>, one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge)<sup>3</sup>;

### Qualifications and experience

You must have:

- A level of education which corresponds to completed post-secondary education of at least 3 years attested by a diploma in the field of information technologies (e.g. web communication or IT project management or similar), followed by at least 3 years' relevant professional experience directly linked to the duties concerned

or

- A level of education which corresponds to completed secondary education attested by a diploma giving access to postsecondary education, followed by at least 6 years' relevant professional experience directly linked to the duties concerned.

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<sup>1</sup> Only candidates who comply with the eligibility criteria will be considered.

<sup>2</sup>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.

<sup>3</sup>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 2 years of experience as a webmaster and linked to the duties of this vacancy notice are required to apply to this post. These duties may include such tasks as:
  - Professional experience in managing CMS and emailing platforms (knowledge of the Umbraco CMS is a plus)
  - Outstanding ability to translate business needs into technical requirements, testing and validating IT deliverables across browsers, operating systems and devices
  - Strong experience in working with multi-disciplinary teams (editors, back-end and front-end developers) in an agile environment
  - Solid experience in overseeing the development and maintenance of new websites
  - Solid knowledge of ticketing systems (Jira) and technical documentation tools (Confluence)
  - Extensive experience in the migration of web content
  - Good understanding of HTML/CSS
  - Solid knowledge of SEO technical principles
  - Experience working with multilingual platforms and websites
  - Good knowledge of analytical tools (e.g. Piano Analytics, Europa Analytics)
  - Solid knowledge of web accessibility requirements

**NB:** 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.

## Selection criteria

We are looking for colleagues with the following competences:

- a strong sense of responsibility
- attention to detail and accuracy in execution
- excellent organisational skills
- high working capacity and a strong capacity to plan and prioritise, as well as the ability to manage multiple tasks and projects simultaneously
- a strong willingness to innovate and learn new tools quickly
- the ability to establish and maintain excellent contacts with a variety of internal and external interlocutors
- a customer-oriented attitude
- knowledge of English and French at minimum B2 level<sup>4</sup>.

The following would be advantageous:

- knowledge of the functioning of the GSC, its procedures and working methods and its relations with other institutions.

## HOW TO APPLY<sup>5</sup>

You must apply online via the [EU CV Online](#) platform within the specified deadline.

### How to register on EU CV Online

To apply via the EU CV Online platform, you must first create an account (or sign into your existing account) and create an e-CV online. Once you have completed your e-CV, you can apply to this call for expressions of interest. Applications must be in English or French. You should complete all relevant fields and include a motivation statement.

Please note that you will be required to provide references and supporting documents (diplomas, certificates, contracts, etc.) to corroborate the qualifications and experience you mention in your CV. You may be asked to provide supporting documents at any time during the selection procedure.

An acknowledgement of your application will be sent to the email address indicated in your application. Only applications submitted through EU CV Online will be considered.

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<sup>4</sup>The GSC mostly uses English or French for internal and interinstitutional communication, as well as for communication with non-EU countries, candidate countries to the EU, and external stakeholders.

Staff in the GSC also use specific IT tools and other software to perform a variety of tasks (managing documents, handling internal procedures, organising official travel, disseminating information, etc.). These tools, and the training necessary to use them, are solely available in English or French.

<sup>5</sup>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](#).

## Technical issues or questions

You can find the contact tab in the top right corner of the page. To report a technical issue, please fill out the form provided. If you are experiencing problems registering your EU Login account (which is required to submit your application), 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](#).

If you have any further questions, please contact the Temporary Staffing Services Office of the Council of the EU at [gsc-ta-selections@consilium.europa.eu](mailto:gsc-ta-selections@consilium.europa.eu), clearly indicating the reference number of the Vacancy notice, your registration number and the nature of your request.

## Next steps<sup>6</sup>

A selection panel will be set up to conduct the selection procedure. The panel will assess applications in line with the above eligibility and selection criteria as per the information provided in your application. Due to the large number of applications we may receive, only shortlisted candidates fulfilling the eligibility and selection criteria will be contacted by the GSC's HR department with a view to their participation in a selection procedure. These candidates might be invited to take practical tests organised internally by the GSC and to attend an interview.

Candidates invited to interviews and/or tests organised by the GSC should inform the Temporary Staffing Service office directly about their "reasonable accommodation" requirements, meaning any appropriate measures, where needed, to enable a person with a disability to participate in this selection. The decision on any such reasonable accommodations will be taken by the office in close consultation with the candidates.

## EMPLOYMENT CONDITIONS

The successful candidate will be recruited as a **Temporary Agent (AST3)**, pursuant to Article 2(b) of the [Conditions of Employment of Other Servants of the European Union \(CEOS\)](#).

The basic monthly salary, before any deductions or allowances, for **grade TA AST 3** (first step) is currently **€ 4806,17**. The salaries of temporary and 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 initial contract will be for a duration of **4 years**. Renewal is possible within the limits set out in the CEOS (Article 8). 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 the verification of the proof of education and professional experience noted 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 amongst the EU Member States. For more information please click [here](#).

## APPEAL PROCEDURE

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

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<sup>6</sup>Please note that any selection procedure at the GSC can be terminated at any stage in the interests of the service.