

Vacancy notice

Digital Archivist

CLOSING DATE FOR APPLICATIONS: 25/08/2025

REFERENCE: CONS/8/2025/TA-AST/COMM.2.C

UNIT/TEAM: INFORMATION SERVICES UNIT - COUNCIL ARCHIVES

CONTRACT TYPE: TEMPORARY AGENT

GRADE: AST3

LOCATION: BRUSSELS

CLOSING DATE FOR APPLICATIONS: 25/08/2025 AT 12:00 (CEST)

We are opening a Call for expressions of interest for a Digital Archivist.

WE ARE

The Council Archives are part of the Information Services Unit, which is part of the Information and Outreach Directorate within the Directorate-General for Communication and Information (COMM).

The Council Archives Team is responsible for maintaining comprehensive records of all activities undertaken by the European Council and the Council of the European Union. The service acquires, appraises, describes, organises and preserves records and files, ensuring their accessibility to the public.

In addition to its primary function, the team provides invaluable support to researchers and public as well as to various institutions within the European Union (EU). It facilitates access to the historical records of the Council, contributing to the dissemination of the Institution's historical memory.

Composed of 13 staff members, professionals in the field of the Archival Science and Information Management, the Council Archives Team stands out as a motivated and talented group, pursuing its mission in a friendly atmosphere and adopting a 'can-do' attitude.

To find out more about the Council Archives, please click on this [link](#).

The Council Archives belongs to [The General Secretariat of the Council \(GSC\)](#), the body responsible for assisting two EU institutions: the European Council and the Council of the EU, including its Presidencies, the Permanent Representatives Committee (Coreper) and the other Council committees and working parties.

The GSC organises and ensures the coherence of the Council's work and the implementation of its 18-month programme. In summary, the GSC plays a vital role in ensuring effective functioning and coordination within the EU's decision-making bodies.

WE OFFER

In the evolving landscape of information management, e-archiving has become a crucial process for ensuring the longevity and integrity of digital collections and ensuring their accessibility for future generations.

As a digital archivist, you will play an essential role in the management, preservation, and accessibility of digital records and information. The job requires a deep understanding of digital preservation requirements and standards, balancing technical proficiency with a nuanced understanding of archival principles, using specific software and methodologies.

You will be involved in developing and implementing digital preservation strategies to ensure the long-term accessibility and integrity of digital materials.

You will also play a key role in the acquisition and implementation of a digital long-term preservation system, managing the ingestion, indexation, and metadata creation.

You will be responsible for the organisation, storage, and retrieval of digital assets, assessing their compliance with relevant policies and standards, conducting regular audits and appraisals on digital collections to identify preservation needs.

You will oversee the maintenance and optimisation of the corporate archival management system.

You will engage collaborations with IT and other stakeholders to enhance storage solutions, overseeing the technical infrastructure supporting digital collections.

You will promote a digital culture and provide training and support to staff and users on digital archiving tools and best practices, ensuring the consistency and trustfulness as regards issues relating to metadata creation, file format obsolescence, storage systems and technological changes to preserve the authenticity and usability of digital records over time.

You will advocate for and implement emerging technologies in digital archiving, including AI and machine learning for enhanced processing and accessibility.

We are offering a dynamic position, where team spirit and collegiality are core values and where initiative and inventiveness as well as personal development are actively encouraged. Various training courses are available, allowing you to integrate more quickly into the new work environment. Our staff enjoy a good work-life balance through flexible working hours and teleworking arrangements in line with the needs of the service.

You can discover the GSC's core values and culture [here](#).

Your main tasks

Your duties as a Digital Archivist in the Council Archives may include the following:

- Collaborate in the acquisition and implementation of digital long term-preservation system;
- Maintain and optimise the corporate archival management system
- Guarantee the organisation, storage, and retrieval of digital assets, assessing their compliance with relevant policies and standards.

Working conditions

Teleworking is possible according to the rules of GSC. We do not work in an open-space environment although you should expect to share an office. We do not expect the jobholder to participate in missions.

WE ARE LOOKING FOR

Eligibility criteria¹

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;

¹ Only candidates who comply with the eligibility criteria will be considered.

- 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 languages², one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge)³;

Qualifications and experience

- a. you must have a level of education corresponding to:
- a level of completed post-secondary education of at least three years in Archival Science, Information Science, or a related field attested by a diploma, followed by at least three years' professional experience relevant to the duties, or
 - a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least six years' professional experience relevant to the duties,

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:

- good knowledge of digital preservation strategies, metadata standards (such as Dublin Core, PREMIS), and archival practices.
- experience with digital asset management systems and archival software.
- good digital skills, willingness to adapt to new technologies, in particular to familiarise yourself with collaborative tools;
- proactive self-management and a learning mindset;
- a sense of initiative and critical thinking and creative problem-solving skills;
- the ability to work in a team and to establish and maintain good contacts with a wide range of interlocutors;
- a strong ability to take action and deliver results, with accuracy and attention to detail even under pressure;
- excellent verbal and written communication skills;
- knowledge of English and French, an excellent command of one (level C1) and a satisfactory command of the other (level B2) is needed ⁴.

The following would be advantageous:

- familiarity with emerging technologies (such as artificial intelligence, machine learning etc.) in the context of digital preservation;
- drafting skills and capacity to communicate technical and specialised information;
- knowledge of the functioning of the GSC, its procedures and working methods and its relations with other institutions.

Specific requirements

- the post requires security clearance allowing access to classified documents (EU SECRET level). Candidates applying for the post must be prepared to undergo security screening in accordance with [Council Decision 2013/488/EU of 23 September 2013](#).

²The 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.

³Please 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...](#)

⁴The 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.

HOW TO APPLY⁵

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

How to register via EU CV Online

To be able to apply via the EU CV Online database, you must first create an account (or sign into your existing account) and fill in 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 are advised to complete all relevant fields, include your motivation statement.

Please make sure that your CV matches the references and supporting documents you will be required to provide (diplomas, certificates, contracts, etc.). 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.

Technical issues or questions concerning your application should be reported through the EU CV Online contact page. If you have any further questions, please contact the Temporary Staffing Services Office of the Council of the EU via gsc-ta-selections@consilium.europa.eu clearly indicating the reference number of this Vacancy notice, your registration number and the nature of your request.

Next steps⁶

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 a test and/or to attend an interview.

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 3** (first step) is currently **€4.666,18**. 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 **four 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](#).

⁵The 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](#).

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