VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Secretary to the Head of Unit**
Reference	**INTPA/COM/2026/2420**
Application deadline	20.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	International Partnerships
Unit	A3
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	Administration
Contract type	Temporary Agent

About us ("We are")
The Directorate-General for International Partnership is responsible for designing EU development policies and for the implementation of the Commission's external aid instruments. *International Partnership's Directorate A has overall responsibility for the implementation of the Commission's partnership programmes with Africa. There are 40 staff members in INTPA A3. The unit is divided into 4 sectors where groups of coordinators work in teams.*
About the role ("We propose")
We are offering an interesting position as a secretary within a four-person team. The successful candidate will ensure the smooth operation of the Unit's secretariat by providing general administrative support to the Head of Unit, her Deputy, and the Unit members. The role involves a variety of secretarial and administrative tasks, including handling ARES, BASIS, MIPS, DECIDE, SYSPER, and related procedures, as well as organizing meetings and coordinating logistics. The secretariat plays a key role in ensuring that the Unit operates efficiently and maintains a client-oriented approach.
Qualifications, experience and skills ("We look for")

We are looking for a motivated, proactive, and well-organised person with strong secretarial and administrative skills. The candidate should be able to work autonomously, manage their workload effectively, and demonstrate a strong sense of initiative and responsibility. A friendly and positive attitude, good communication skills, and a good command of English and
French are essential, along with excellent interpersonal skills and the ability to work well in a team. Attention to detail, flexibility, and the ability to handle multiple tasks and adapt to changing priorities are also required. Good knowledge of Commission administrative procedures and related IT tools (ARES, BASIS, DECIDE, MIPS) is an asset.

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 INTPA-A3@ec.europa.eu indicating the selection reference INTPA/COM/2026/2420 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility please consult this page with all the information needed.