VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**SECRETARY - TO THE UNIT**
Reference	**TRADE/COM/2026/2405**
Application deadline	**11.12.2026 - 12.00 (Brussels time)**
Directorate-General (full name)	Directorate-General for Trade and Economic Security
Unit	TRADE.E.4 Trade and Industrial Policy
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Contract type	Temporary Agent 2b

*please use one of the standardised domains that can be found here

About us ("We are")

DG Trade and Economic Security is in charge of leading the EU's common commercial policy, one of the exclusive competences of the EU. Trade policy plays a critical role in enhancing the EU's economic competitiveness, shaping globalisation, and defending the EU from unfair trade practices and threats to its economic security.

Whitin the Directorate E, Unit TRADE.E.4 "'Trade and Industrial Policy", develops, negotiates and implements EU rules, instruments and policies at the intersection of trade and industrial policy with a view to contributing to the global competitiveness and economic security of the European Union.

The Unit is responsible for trade aspects of all industrial sectors (automotives, aerospace, biotech, chemicals, energy intensive industries, pharmaceuticals, textiles etc.) including energy and net zero industry sectors as well as (critical) raw materials. The unit also acts as a focal point for coordination inside DG TRADE and with other Commission services on technology and trade related matters, notably regarding EU industries in the field of enabling and emerging high-tech technologies (such as semiconductors) and equipment.

The Unit is composed of a dynamic and motivated team with gender balance and wide geographical origins. This includes two secretaries, who are a central part of the team, and whose support and guidance is highly appreciated by all colleagues.

About the role ("We propose")

We propose an interesting Secretary position, with varied tasks, in a pleasant and cooperative working environment with an excellent team spirit.

The successful candidate will work as a secretary to the Unit and will provide secretarial support to the unit members as required. Working in the unit's two-person secretariat, the successful candidate will support the administration of the unit and carry out logistical tasks. This will involve everyday secretarial responsibilities, such as handling external contacts, the preparation and organization of meetings and missions, document management and monitoring deadlines. S/he will also take care of administrative handling of briefings, inter-service consultations, access to document requests, parliamentary questions, and similar procedures. In addition, s/he will assist the policy officers with standard ARES procedures in relation to the handling of notes, letters, reports and other correspondence.

The successful candidate may also be asked to occasionally replace other secretaries, as well as the Director's secretary, in case of short-term absences.

Qualifications, experience and skills ("We look for")

We are seeking a dynamic and well- organised secretary with the ability to work both as part of a team and independently. The successful candidate should have a strong sense of initiative, responsibility, and discretion, along with excellent interpersonal and organisational skills.

The candidate should have very good written and oral communication skills in English. Good knowledge of French would be considered an asset. S/he should also have practical knowledge of the Commission's administrative procedures and IT tools such as ARES, MIPS, SYSPER, BASIS, DECIDE and V-PASS.

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 TRADE-E4-APPLICATIONS@ec.europa.eu indicating the selection reference **TRADE/COM/2026/2405** in the subject.

No applications will be accepted after the publication deadline.

Only candidates selected for the next step of the selection phase will be notified.

Eligibility

Please review this page to ensure that you are eligible before you apply.