VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Secretary to the unit**
Reference	**FISMA/COM/2026/2528**
Application deadline	03.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	DG FISMA - Financial Stability, Financial Services and Capital Markets Union is the Commission department responsible for EU policy on financial services
Unit	FISMA C.4 (Asset management)
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	Economics, Finance and Statistics
Contract type	Temporary Agent 2b

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

About us ("We are")

The Asset Management Unit in Directorate General for Financial Stability, Financial Services and Capital Markets Union (FISMA) manages the regulatory frameworks applicable to investment funds in the EU.
The unit is responsible for the following:

- the development and implementation of the regulatory frameworks applicable to investment funds in the EU within the Capital Markets Union initiative, such as the review of the Alternative Investment Funds Manager Directive (AIFMD) and Directive on Undertakings for collective investment in transferable securities (UCITS), and review of the European Long Term Investment Funds (ELTIF) framework;

- the review of the consumer protection and transparency rules for retail investment products set out in the Packaged Retail and Insurance-based Investment Products (PRIIPs) framework, as part of the Commission's Retail Investment Strategy;

- The monitoring of wider financial stability aspects relevant for the fund sector and the implementation of rules for Money-Market funds (MMFs);

- The development and implementation of the EU's legislative agenda on sustainable finance, such as on the EU Green Bond Standard (EU GBS) and the implementation of the Sustainable Finance Disclosure Regulation (SFDR).

The Unit is responsible for the work relating to the European Union's fund frameworks including preparing and adopting level 2 rules and maintaining contacts with Member States, the European Parliament and the European Securities and Markets Authority (ESMA). The Unit is in constant contact with the stakeholders from the fund industry and environmental and consumer organisations.

About the role ("We propose")

We offer an interesting and rewarding job in a hard-working, friendly team of 15 members, with a strong emphasis on collaboration and teamwork. The job involves mainly secretarial support to the unit members and the management.
Tasks include the following:
- organise meetings,
- prepare missions,
- manage the functional mailbox and follow-up incoming and outgoing mails,
- manage and filter phone calls,
- manage the unit's MS Teams group and Sharepoint Online Site,
- coordinate and monitor requests, replies to letter and deadlines,
- manage the agendas for group events,
- proof-read, format and edit notes and letters,
- manage documents, ensure the circulation of documents,
- assist on adoption and decision-making procedures,
- organise the Unit's social events and internal communication,
-assist with the HR management of the Unit (e.g. HR issues, annual leave and time management, job descriptions, etc.).

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

We look for a motivated, well-organised and reliable colleague with relevant professional experience in secretarial support, a good sense of initiative and responsibility, an ability to work with a positive and flexible attitude, eager to make a difference in helping the unit delivering high quality and timely outputs. An excellent team spirit, with a service-oriented and solution-driven mindset, is essential. The candidate should be able to work both independently and within a team, should have strong attention to details and ability to perform multiple tasks and adjust to changing priorities.
Excellent interpersonal skills and ability to maintain and develop good relations with colleagues inside and outside the unit will be essential. Very good oral and written communication skills in English are indispensable. Knowledge of French would be an asset.
She/he should have an adequate professional training and/or experience in working with the Commission administrative IT tools (ARES, BASIS, MiPS, SYSPER, MIRA, ATMOS, V-pass, DECIDE, MS Office, MS Teams, Sharepoint Online, M365, WebDOR). Prior experience in administrative and organisational tasks is required.

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 FISMA-C4-RECRUITMENTS@ec.europa.eu indicating the selection reference FISMA/COM/2026/2528 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.