



# VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

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| <b>Job title</b> (same as on the job description) | <b>Secretary to the Unit</b>       |
| Reference                                         | <b>SG/COM/2026/1879</b>            |
| Application deadline                              | 20.10.2026 - 12.00 (Brussels time) |
| Directorate-General (full name)                   |                                    |
| Unit                                              | SG.A3 Transparency & Ethics        |
| Place of assignment                               | Brussels                           |
| Grade range                                       | SC 1/2                             |
| Domain *                                          | Support staff                      |
| Contract type                                     | Temporary Agent 2b                 |

## About us ("We are")

Unit A.3 deals with various topics concerning transparency and ethics.

It provides advice on the application of the ethical rules for the Members of the College (Code of Conduct for the Members of the European Commission) as well as on issues related to patronage (moral support) of events by Commissioners. The unit handles files concerning post mandate activities of former Members and provides secretarial support to the Commission's Independent Ethical Committee. It coordinates with DG HR on the rights and ethical obligations of staff, as well as on the disciplinary aspects of the Staff Regulations, and it contributes to the handling of other ethics-related institutional issues, including those related to the Protocol on Privileges and Immunities of the European Union.

The unit manages the Transparency Register and is responsible for designing and implementing the Commission's policy on transparency concerning interest representation, in particular with regard to the implementation of the relevant Interinstitutional Agreement and the Commission's associated framework, including the policy on publication of meetings with interest representatives. It participates on behalf of the Commission in the tri-institutional Secretariat of the Transparency Register (Parliament – Council – Commission).



Unit A.3 is furthermore in charge of the Commission's relations with the European Ombudsman, including the coordination of the handling of the Ombudsman's inquiries concerning the Commission. In relation to the Commission's Code of Good Administrative Behaviour, the unit handles the complaint procedure established by this Code.

The unit is also in charge of relations with the European Anti-Fraud Office (OLAF), coordinates anti-fraud policy issues, and handles information that the Commission receives from OLAF on internal investigations. As regards relations with the European Public Prosecutor's Office, the unit oversees the general framework for the cooperation between the Commission and the EPPO, and within the Commission, in relation to the EPPO's investigations into criminal offences affecting the Commission. It is currently co-leading the ongoing review of the Anti-Fraud Architecture.

Finally, the unit is responsible for the Commission rules on the Commission's participation in private-law bodies.

#### **About the role ("We propose")**

We are offering an interesting and diverse post in the unit's secretariat, consisting of performing a variety of general secretarial tasks and assume administrative responsibilities in order to keep the office running smoothly. The tasks will include providing administrative support to the Head and Deputy Head of Unit, including in personnel matters, as well as to desk officers on files.

The secretary will contribute to the work of the secretariat monitoring incoming tasks and correspondence in Ares, Decide, and the functional mailboxes of the Unit and ensuring assignments according to the instructions given, monitoring the respect of deadlines, and preparing and monitoring internal procedures. Furthermore, the secretariat is processing the unit's contributions to replies to interservice consultations, parliamentary questions, correspondence etc and is also ensuring proper archiving and record management. The tasks will also include the organisation of meetings, requesting translations and ensuring the availability of office supplies. Furthermore, the secretary will assist in the monitoring and updating of information on websites related to the unit's activities,

According to the needs, the secretary may be asked to provide administrative assistance to the Transparency Register team of the unit that is also working as a part of the interinstitutional Transparency Register Secretariat.

The work will include the handling of sensitive and confidential information for which the respect of the professional secrecy is imperative.

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



We are looking for a proactive colleague with a relevant administrative background, IT-skills as well as mail and document management skills. Experience from similar administrative support functions in the Commission and experience with Ares, Decide, Eurolook, Sysper, MIPS+ (Missions Integrated Processing System), Webdor, POETRY and other Commission IT systems will be a clear advantage.

The candidate should be able to work autonomously as well as in a team and should be able to handle sensitive and confidential information in full respect of the obligation of professional secrecy.

The candidate should have very good English and French competences, both orally and in writing, and further language skills would be an advantage. As the position involves a wide variety of contacts, including in the Cabinets, the person should be at ease with high-level contacts and be able to handle such contacts appropriately.

### **How to express your interest?**

You should send your documents in a single pdf in the following order:

1. your CV
2. the completed application form.

Please send these documents by the publication deadline to

[SG-UNITE-A-3@ec.europa.eu](mailto:SG-UNITE-A-3@ec.europa.eu)

indicating the selection reference SG/COM/2026/1879 in the subject.

**No applications will be accepted after the publication deadline.**

### **Eligibility**

For eligibility please consult [this page](#) with all the information needed.