Vacancy notice – Job title: Secretary to the Head of Division

Contract Agent FGII

EEAS Headquarters – Job No 513525

WE ARE

The European External Action Service (EEAS) is the European Union's diplomatic service. Since 2011, the EEAS carries out the EU's Common Foreign and Security Policy (CFSP) to promote peace, prosperity, security, and the interests of the EU across the globe. It brings together European civil servants, diplomats from EU Member States, national experts and local staff worldwide.

The EEAS supports the High Representative in the exercise of her mandate to steer the Union's CFSP, including the Common Security and Defence Policy (CSDP), to represent the EU on issues relating to the CFSP and to chair the Foreign Affairs Council. It also supports her as Vice-President of the Commission with regard to her responsibilities within the Commission, including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the EU Member States, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The EEAS Headquarters are in Brussels. It is also responsible for the management of the network of 145 Union Delegations and Offices worldwide. These Diplomatic Representations play a vital role in representing the EU in the country where they are based, in promoting the values and interests of the EU, and in building networks and partnerships. They are responsible for all policy areas of the relationship between the EU and the host country/organisation.

The recruiting Division **EEAS.RM.TSO.2 – Global Public Procurement, Contracts and Finance** is responsible for procurement and contracts for Headquarters and Delegations and for ex ante financial verification of transactions stemming from public contracts. It supports and advises the authorising officers by sub- delegation in the management of their public contracts including their risk management. Contracts covered by the Division are those subject to the Public Procurement Directive (services, supplies and works) with the exclusion of employment contracts or building contracts.

WE PROPOSE

The position of Secretary to the Head of Division in the EEAS.RM.TSO.2 for a contract agent FGII as per article 3b of the Conditions of Employment of Other Servants of the European Union (hereafter, the "CEOS")[1].

The position in question consists of providing secretarial and administrative support to the Head of Division and other sectors for the various activities that constitute the Division's portfolio of responsibilities.

Subject to having passed the CAST exam[2], the successful candidate will be offered a contract agent position (Function group II), on the basis of a contract with an initial duration of one year that may be successively renewed up to a maximum duration of

[1] Staff Regulations of Officials of the European Union (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS).
2 Contract Agent Selection Tool.

six years[3], subject to the maximum duration of engagement by the EEAS allowed under successive limited duration contracts of different types[4].

PLACE and DATE OF EMPLOYMENT

EEAS Headquarters, Brussels, Belgium
Post available: immediately

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The vacancy is to be filled in accordance with the conditions stipulated under the CEOS, in particular Article 82 thereof.

WE LOOK FOR

A secretary with a dynamic and proactive approach, strong communication and organisational skills, and a keen spirit of service.

The secretary should be able to quickly adapt to new working environment and be a good team-player. The successful candidate should have good computer skills, a sound knowledge of the standard IT applications and administrative procedures. He/she will be entrusted with the following main tasks:

- provide efficient secretarial support to the Head and Deputy Head of Division as well as to the other members of the Division, as necessary to ensure an efficient Division secretariat;
- ensure an efficient and timely document management for the Division: registration of incoming and outgoing correspondence, including in ARES;
- manage the main IT applications in use for administrative management (ARES, SYSPER, WEBEX, HIVE, Service Now, Word, Excel, etc.);
- carry out reporting activities relevant to the area of activity of the Division in support to the Head of Division and other sectors of the division;
- manage the functional mailboxes of the Division and send requested information and documents;
- co-ordinate the creation, keeping up to date and retrieval of documents and data in the appropriate files or IT databases;
- carry out various administrative tasks such as agenda-keeping, organisation of meetings and events, filing and ordering supplies, dealing with correspondence, coordinate HR files;
- perform other duties related to the division's secretarial activities as requested by the Head of Division.

Eligibility criteria[5]

Further to the conditions set out in Article 82 of the CEOS, candidates must:

- have passed a valid EPSO CAST in a valid function group for this post, or be registered in the EPSO Permanent CAST in a valid function group for this post (https://eu-careers.europa.eu/en/contract-staff-selection-procedures-always-open-registration). In the latter case, while the registration will make the candidate eligible for the selection procedure, the recruitment of a candidate on this vacant post will be subject to his/her successfully passing the CAST exam;

[3] Article 8 of the Commission Decision C(2017) 6760 of 16.10.2017 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.
[4] Decision ADMIN(2023) 24 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS.
[5] All the eligibility criteria must be met on the closing date for applications to this post.

- have a level of post-secondary education attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three year;
- have the capacity to work in the languages of the CFSP and external relations (English and French) necessary for the performance of their duties;
- be a national of one of the Member States of the European Union and enjoy full rights as a citizen.

Selection criteria

Candidates should possess:

- excellent organisation skills;
- the ability to be proactive in a highly structured work environment that is nonetheless subject to workload spikes or urgent demands;
- the ability to maintain good interpersonal relations and to communicate in a multicultural environment;
- the capacity and experience of working in a team;
- good knowledge and experience in handling EEAS IT tools.

Furthermore:

- diplomas relevant to the job position applied for or to the division's areas of responsibility;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience in working with or within other EU institutions;
- knowledge of other languages in use by the EEAS;

will be considered as assets.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

As a matter of policy, applications by individuals who have dual nationality, of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post. The EEAS also examines if there could be a conflict of interest or security risks.

In this context, **all candidates shall fill with their application a declaration of potential conflict of interest** (see attached).

MEDICAL CLEARANCE

The signature of the contract will be subject to prior favourable opinion of the Medical Service, unless the successful candidate is a temporary agent currently employed in the EEAS.

PERSONNEL SECURITY CLEARANCE (hereafter, "PSC")

This post is currently not identified as a post which requires Personnel Security Clearance (hereafter, the "PSC") to access EU classified information (EUCI) in accordance with point 7 of Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS[6] and as implemented by Decision ADMIN(2025) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025 and its implementing decisions.

[6] OJ C 263, 26 July 2023, p.16.

Nonetheless, candidates are informed that the list of posts requiring a PSC in the EEAS Headquarters is subject to regular review and that the current post might be identified in the future as a post which requires PSC.

If required after the taking of duty, the selected candidate will need to be in a position to obtain a valid PSC issued by the competent authority of their Member State in accordance with national laws and regulations.

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 7 of the Decision ADMIN(2025) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025.

Description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS.

EQUAL OPPORTUNITIES

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS Mission Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the SR. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to CONTRACTAGENTS-HQ@eeas.europa.eu. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the SR.

All selected candidates are expected to adhere to the Principles of Professional Behaviour of the EEAS, which outline the need for integrity, transparency, respect, professionalism and accountability, and a zero tolerance approach to any form of harassment.

APPLICATION AND SELECTION PROCEDURE[7]

Please send your CV and cover letter (with your EPSO CAST number), in English or French, and the attached declaration of potential conflict of interest via email, with reference to the Job Number in the Subject field, to:

RM-TSO-2@eeas.europa.eu

Deadline for sending application: 10/12/2026 at 12.00 noon (CET).

Candidates shall draft their CV using the Europass CV, which can be found at the following internet address:

http://europass.cedefop.europa.eu/en/documents/curriculum-vitae.

Late applications will not be accepted.

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV and motivation letter.

[7] Your personal data will be processed in accordance with Regulation (EU) 2018/1725. The privacy statement is available on the EEAS Intranet: https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-selection-0_en.

The preselected candidates who best meet the selection criteria will be invited for an interview, so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice.

The selection panel may decide, subsequent to the interview, to organise written tests, either for all pre-selected candidates or to the best ranked ones. The content of such written tests will be defined by the selection panel and may include, but not be limited to, multiple choice questions, open questions and/or topics for a short essay.

Pre-selected candidates without a valid CAST shall be invited to sit the CAST exam before or after the interview stage (in accordance with the eligibility criteria set out above).

The panel will then recommend a shortlist of candidates for a final decision by the Authority Authorised to Conclude Contracts of Employment (hereafter, the "AACC"). If appropriate, the relevant Director, Managing Director or other senior manager of the recruiting division may conduct confirmatory interviews, prior to the final selection by the AACC.

It is recalled that, if the interest of the service so requires, the selection procedure can be terminated at any stage.

In the interest of the service, after identifying the candidate that best fits the requirements of the post as set out in the vacancy notice, the AACC may also establish a reserve list of candidates. These candidates shall be informed that the reserve list shall remain valid for a period of one year from when it is established and that it may be used to fill the same post or an equivalent post in the EEAS with the same job profile.

If the successful candidate accepts the position, they will be expected to take up duties on the post. Consequently, their applications to other vacant posts within the EEAS will only be considered after two years on the post. Derogations may be granted in the interest of the service.

CONTACT:

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ANNEX

DECLARATION OF POTENTIAL CONFLICT OF INTEREST

TO BE FILLED BY THE CANDIDATE

Article 11(3) of the Staff Regulations of Officials of the European Union (SR):
"*Before recruiting an official, the Appointing Authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the Appointing Authority shall take this into account in a duly reasoned opinion. If necessary, the Appointing Authority shall take measures referred to in Article 11a(2)".*

Article 11a(2) of the SR:
"*Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter*".

These provisions apply to temporary agents and contract agents in accordance with Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS).

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the recruitment and, if not, whether they should call for adequate mitigating measures to protect both the interests of the institution and of the selected candidate.

Title/FIRST NAME/NAME:
……..

Candidate status: ☐ Official of the Institutions of the EU ☐ Current EEAS/EC Temporary Agent ☐ Current EEAS/EC Contract Agent	☐ Candidate from a Member State ☐ EPSO laureate ☐ External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	
Current employer:	
Spouse/partner's EU nationality/nationalities:	
Spouse/partner's non-EU nationality/nationalities:	
Spouse/partner's professional activities:	

Dependents' nationality/nationalities:	

Position applied for: .....

Job number: .....

Division: .....

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which could actually or potentially impair your independence in the course of your duties in the specific vacancy at the EEAS and which may thus lead to any actual or potential conflict of interest relevant to that position?

YES ☐ NO ☐
If yes, please detail:

I hereby certify that the information provided in this form is correct and complete, and that my *curriculum vitae* is correct and duly updated.

I understand that any infringement of the above requirements under the SR and the CEOS may lead, *inter alia*, to the withdrawal of an offer of employment or/and, if I am a staff member of an EU institution, to the opening of an administrative investigation based on Article 86 of the SR and to a potential disciplinary procedure under Annex IX to the SR.

Date and signature:

To be returned with the application, by email RM-STO-2@eeas.europa.eu