VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Secretary**
Reference	**SG/COM/2026/2267**
Application deadline	20.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Secretariat-General
Unit	SG.SCS
Place of assignment	Brussels
Grade range	AST-SC 1/2
Domain *	INSTITUTION-LEVEL COORDINATION and CONSULTATION
Contract type	Temporary Agent 2b

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

About us ("We are")
The Security College serves to brief and update the President of the European Commission and the members of College on recent security developments within EU and in third countries. Its Secretariat supports the workings of the Security College by ensuring that the European Commission's strategic political decisions are framed by a comprehensive understanding of the threats to the EU's collective security, based on the most relevant and up-to-date situational awareness as possible. To achieve this, the Security College Secretariat monitors the evolving security landscape, coordinates expertise and analytical input and facilitates the delivery of strategic assessments tailored to the needs of the President and the College. Relevant input can come from a variety of sources including Commission services, the EEAS/the Single Intelligence Analysis Capacity (SIAC) and EU decentralised agencies.

About the role ("We propose")
If several positions are advertised for similar job profiles, please add the number of vacant jobs. *The position[s] will consist of [explain sufficiently in detail]:*

We propose a challenging and interesting position as a secretary to the Head of Security College Secretariat, covering a wide variety of responsibilities. Core tasks include handling organisation of meetings, correspondence via ARES, maintaining the Security College Secretariat's functional mailboxes and databases, and supporting quality control, managing interservice consultations, access to documents, supporting planning and reporting, as well as horizontal tasks relating to human resources, missions and budget management. The secretary will have a key role in keeping track of the Security College Secretariat's workflows and deadlines. As the selected candidate will have regular contacts with other Directorates, Commission services and Cabinets, this position requires good judgement, attention to detail, an efficient way of working, a sense of initiative, as well as a good level of knowledge and understanding of the work of the Secretariat-General, notably in the area of policy coordination.

Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State. The selected candidate will be required to hold or obtain the appropriate security clearance.

Qualifications, experience and skills ("We look for")
(set criteria in terms of education, professional experience and personal qualities that the ideal applicant should have):

We are looking for a reliable, proactive and service-minded colleague, who wants to contribute as an active member of a highly motivated team. The ideal candidate is a flexible multi-tasker with very good organisational, coordination and communication skills, a very good team worker, who is willing to develop his or her role in line with changing requirements. As well as possessing the standard administrative, IT and procedural skills, a sense of discretion, confidentiality and responsibility are also important prerequisites for this post. A very good understanding of the SG's role and working procedures is an important asset. The Security College Secretariat works primarily in English and occasionally in French.

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 SG-SCS-SECRETARIAT@ec.europa.eu indicating the selection reference SG/COM/2026/2267 in the subject.



No applications will be accepted after the publication deadline.
Eligibility
For eligibility please consult this page with all the information needed.