



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Secretary to the Head of Unit
Reference	HR/COM/2026/2137
Application deadline	23.10.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Human Resources and Security
Unit	HR.DS.4 (Information Security and Inspections)
Place of assignment	Brussels
Grade range	AST/SC 1/2
Domain *	Support staff
Contract type	Temporary Agent 2b

We are

We are the Information Security and Inspections unit in the Security Directorate of the European Commission. We deal with Information Security Policy, IT security inspections, classified information protection, security clearances and screening of external contractors. We manage several communication and information systems handling sensitive non-classified and EU classified information. We operate a small data centre. We deliver trainings to staff in this field. We are an innovative team and are constantly updating and renewing our services with new technology and improved processes.

We propose

A post of **secretary to the Head of unit** in a dynamic working environment. Duties consist of providing daily secretarial and administrative support to the Head of unit and the team. The tasks involve the management of the Head of unit's agenda, the treatment and filtering of incoming mail/requests/ documents, the assignments of tasks within the unit, the organisation and preparation of meetings and missions to which the Head of unit participates, the handling of HR matters for the unit in close coordination with the Director's office and the HR Correspondent, the follow up of files, correspondence and deadlines under the responsibility of the Head of unit. The jobholder will handle also EC specific working tools on a daily basis and will act also as backup for receiving Inter-service consultations for the Directorate on the dedicated FMB.



We look for:

The candidate should be a well-organised, committed and service-oriented colleague, demonstrating strong pro-active skills and the ability to comply with a complex set of rules and deadlines. The ability to work autonomously and to demonstrate interpersonal skills are essential as the job involves frequent contact with colleagues from the Directorate, other DGs, other EU Institutions and external partners from the Member States. Also discretion and loyalty are a must in an area where sensitive and confidential matters are dealt with on a daily basis.

The successful candidate should have:

- a very good knowledge of Commission administrative tools and procedures;
- a solid and proven experience in secretarial and support functions of minimum 3 years;
- a high level of flexibility, autonomy and responsibility;
- very good team player qualities;
- written and spoken fluency in English (min level C1); good knowledge in French (min level B2); German knowledge might be an asset.

The successful candidate/job holder must either be a holder of a valid security clearance up to the level of "SECRET UE/EU SECRET" or be willing to undergo the national security vetting procedure (in order to be allowed to perform her/his job).

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:

HR-DS-VACANCIES@ec.europa.eu indicating the selection reference
HR/COM/2026/2137 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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