VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	**HRM Agent**
Reference	**HR/COM/2026/2272**
Application deadline	27.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Directorate-General for Human Resources & Security
Unit	HR.D.3 (Medical Service Brussels)
Place of assignment	Brussels
Grade range	AST/SC 1/2
Domain *	Human Resources
Contract type	Temporary Agent 2b

About us ("We are")

The Medical Service Brussels (HR.D.3) is a preventive medicine service composed of approximately 55 professionals of different profiles (general practitioners, occupational physicians, psychiatrists, psychologists, nurses, social workers, administrative staff). Our mission is to promote the health (physical and psychosocial) of every active staff member and to provide medical advice to the institution.

Our activities include:

- Occupational medicine (including ergonomics)
- Preventive medicine (recruitment visits, annual visits, risk assessment)
- Travel medicine (delegation departures, missions)
- Psychosocial support (guidance for staff in difficulty)
- Basic medical care provided in the dispensary
- The organisation of prevention campaigns (e.g. vaccinations) and health promotion
- The invalidity procedure

About the role ("We propose")

The future candidate will work in the administrative coordination sector. This sector has a key function related to the pre recruitment medical visits.

The essential tasks are:
- manage pre-recruitment medical visits files and provide the necessary assistance for effective operational management of Medical Service projects;
- support doctors and recruitment services of the Commission and the Agencies for all administrative aspects related to the recruitment medical visits;
- monitor the state of play of all ongoing procedures and take the appropriate actions in order to comply with the regulatory deadlines;
- provide regular statistical tables to report on the specific activity domain;
- register documents and respect deadlines.

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

The Medical Service Brussels is looking for an experienced HRM agent, with a developed sense of responsibility and confidentiality, a spirit of initiative, a strong sense of human relations, teamwork and customer orientation. Proficiency in common IT tools (Word, Excel, etc.) as well as a good knowledge of main administrative procedures are a must. The Medical Service also uses in-house medical software. Training will be provided. An experienced administrative agent/secretary is a pre-requisite. Working languages are EN and FR. Any other EU language will be considered as an asset.

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-D3-APPLICATIONS@ec.europa.eu indicating the selection reference **HR/COM/2026/2272** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility please consult this page with all the information needed.