VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Administrative Agent to the unit**
Reference	**AGRI/COM/2026/2372**
Application deadline	17.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	
Unit	AGRI.B.4 “Organics”
Place of assignment	Brussels
Grade range	SC ½
Domain *	Support staff
Contract type	Temporary Agent 2b

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

- The job title and text must be coherent with the one published in SYSPER.
- Please keep in mind that you address potential external candidates: avoid Commission *jargon,* do not mention tools or applications specific to the Commission.

About us (“We are”)

Unit AGRI-B-4 is in charge of Organic Farming and Food policy at the European Commission.

The unit is responsible for the European Union's legal framework for organic production, including EU-wide harmonised standards on organic farming and food production, as well as rules on labelling, controls and trade. The unit is responsible for the recognition and supervision of control bodies in third countries and for the recognition and supervision of equivalent third countries and to manage bilateral trade agreement in organics.

The unit is responsible for designing and monitoring the European organic policy to facilitate the growth of the organic sector. The unit manages a specialised regulatory committee, the Committee on Organic Production (COP).
In exercising its tasks, the unit exchanges information and consults with stakeholders, including market operators, Member State authorities, researchers, control bodies, NGOs, international organisations and Third countries.

About the role (“We propose”)*:*

A secretary post in a friendly, well-organised and motivated team, as part of a two-person secretariat. The successful candidate will provide administrative, secretarial and logistical support to the Head of Unit, Deputy Head of Unit and the rest of the team - including document management, answering phone calls, organising meetings and missions. S/he will be in charge of managing the ARES attributions in a pro-active way (by putting in place new assignment procedures and routines whenever possible) and monitoring the deadlines. S/he will also be supporting the team members for briefing coordination, procedures (Inter-Service Consultations, Written procedures for legal acts etc.) and for other routine tasks.

Our secretaries play a key role in ensuring the smooth running of our unit. They represent a key interface for the team members, and follow the overall planning and working arrangements of the unit.

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

We are looking for a motivated and pro-active and resilient colleague to be part of a 2-persons team. The candidate should be eager to make a difference in helping the unit delivering high quality and timely outputs. The function requires proven secretarial, organizational and planning skills, a good team spirit, accuracy, and reliability. The candidate is expected to have excellent computer skills (Word, Excel, PowerPoint, Outlook). A good working experience of collaborative workspaces and legiswrite is a plus but not a prerequisite. Knowledge of ARES, Sysper2, MIPS, DECIDE, Poetry and document management procedures would be an asset. Excellent oral and written command of English and working knowledge of French is required; knowledge of another EU language is 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 AGRI-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference AGRI/COM/2026/2372 in the subject.

No applications will be accepted after the publication deadline.

Eligibility



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