Job N°: 532281

Vacancy number 2026/214 HQ (AST)

EEAS Vacancy Notice – Assistant (AST 1 - AST 9)
Administrative Assistant
SG Office – Office of the Secretary General

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 SG Office supports the Secretary-General in her leadership and overall coordination of the EEAS, ensuring coherence across the Service and alignment with institutional priorities, in close liaison with the Cabinet of the HR/VP. It provides support to the Secretary General including the preparation, coordination, and follow-up of the Secretary-General's engagements and decision-making. The SG Office manages the Secretary-General's schedule, coordinates briefings, decisions, and follow-up actions, and ensures the preparation and follow-up of key engagements including inter – institutional meetings, meetings with EU MS as well as internal EEAS matters. It coordinates senior management meetings, facilitates internal and external communication, and maintains day-to-day coordination with other EU institutions, Member States, and relevant external stakeholders.

WE PROPOSE: The position of Administrative Assistant in the SG Office.

PLACE OF EMPLOYMENT: Brussels, Belgium

POST AVAILABLE: 01/12/2026

WE LOOK FOR:

A dynamic, proactive and highly motivated colleague with very good communication and organisational skills and with a developed sense of service. He/she will be a critical member of the SG Office, working in an

interesting and fast-paced context and will be entrusted with the following administrative tasks, to be carried out in close coordination with another Administrative Assistant:

SG agenda & coordination

- Manage the Secretary-General's diary, Outlook calendar, forward-planning, and contact lists;
- Screen incoming communication, filter telephone calls, and manage responses to general inquiries for the SG Office;
- Facilitate internal communication and coordination between the SG, EEAS Directorates, EU Institutions, and external interlocutors.

Meetings & visitor management

- Organize internal and external meetings, events, and briefing files for the SG;
- Manage room bookings, submit visitor access requests, and welcome guests and official delegations.

Mission & travel logistics

- Coordinate end-to-end travel logistics for the SG and SG Office, including itineraries, accommodation, visa arrangements, and liaison with Protocol;
- Support annual mission planning, track mission budgets, and process mission orders (MIPS) and reimbursement claims (ARES / representation costs).

Workflow, correspondence & information security

- Contribute to monitoring incoming and outgoing correspondence in ARES, track deadlines, and manage the clearance workflow for briefings (e-brief);
- Maintain internal filing systems and shared drives, securely handling EU Classified Information (EUCI / RUE) according to security regulations.

Office Operations & HR Support

- Liaise with EEAS support services for IT, equipment, furniture, telecom, and office supply procurement;
- Perform additional SG-level administrative tasks as required;
- Support HR administrative duties for the SG, including appraisal, promotion, selection, rotation/mobility, jobs descriptions, training plans and leave and absence management in Sysper2.

Selection Criteria:

- Demonstrated strong capacity for organisation (be able to prioritise, plan, manage time, communicate clearly and concisely);
- Flexible, cooperative team player and able to multi-task and work autonomously;
- Ability to work under time pressure and to deal with urgent issues swiftly and independently;
- Sound computer skills (MS Office) and good knowledge of standard EU institutions IT workflow applications/ administrative procedures;
- Very good knowledge of written and verbal English, good knowledge of French (CFSP languages).

Furthermore

- good knowledge of standard EEAS IT workflow applications/ administrative procedures;
- good knowledge of Dutch;
- previous experience in assisting senior management in the EU institutions;

would be considered as assets.

ELIGIBILITY CRITERIA:

Applicants must be:

1. Permanent officials with a Type of post of the person **"Assistant"**;
2. Permanent officials with one of the following Types of Post of the Person (see "Career summary" in Sysper2):

   a) "**Support Agent in transition"** (ex-D AST 1-5);

b) "**Administrative Assistant in transition"** (ex-C AST 1-7);

c) "**Assistant in transition"**;

If one of these officials is selected, s/he will be transferred following this vacancy notice publication. Her/his Type of Post of the person will be modified to become "Assistant";

3. EEAS Officials with a Type of Post of the Person **"Senior Assistant in transition"** (AST 10-11) can also show their interest for this job. If s/he is selected, s/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the Type of post of the person, i.e., the chosen candidate will remain a "Senior Assistant in transition";

4. Applications from competition laureates will only be considered in the event that no suitable candidate can be found among EU officials and provided the EEAS has quotas;

5. Have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;

6. Due to the need to ensure sound financial management of the limited financial resources, and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, applications from staff members currently serving in a Delegation are not eligible unless they are included in the rotation or mobility exercises, and if the day for submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting. Other applications may only be considered in the interest of the service or in duly justified situations.

APPOINTMENT:

Depending on the current status of the successful candidate, his/her appointment will be made either under Article 29(1)(a)(i), Article 29(1)(b) or Article 29(1)(c) of the Staff regulations[1].

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

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, candidates shall fill with their application a declaration of potential conflict of interest (Annex attached).

Personal Security Clearance:

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A 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[2].

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "PSC")[3] issued by the competent authority of the Member State concerned.

Candidates who do not already have a valid PSC will be required to go through the security clearance vetting procedure of their Member State to obtain this clearance in accordance with national laws and regulations and with the procedure laid down in the Decision ADMIN(2025) 42 on Implementing Rules and Procedures

[1] Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference,see: https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101

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

[3] The 'Personnel Security Clearance' is defined under point 2 of Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS as "a statement by a competent authority of a Member State which is made following completion of a security investigation conducted by the competent authorities of a Member State and which certifies that an individual may, provided his 'need-to-know' has been determined, be granted access to EUCI up to a specified level (CONFIDENTIEL UE/EU CONFIDENTIAL or above) until a specified date; the individual thus described is said to be 'security cleared'."

for Personnel Security measures for protection of EU Classified Information of 20 November 2025 and in Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIAL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

Please note that the necessary procedure for obtaining a PSC can be initiated on request of the employer only, and not by the individual candidate.

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.

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 ***EEAS-HQ-APPLICATIONS-AST@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[4]:

The selection procedure will take place in three different and successive steps:

1. Application

Candidates must apply through the on-line system: https://eapplication.eeas.europa.eu/

This post will appear under the exercise Publication **"2026/214 HQ (AST) Administrative Assistant SG Office DL 04/12/2026"**.

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

To log on to the system, candidates should use their professional ECAS account (European Commission Authentication Service) for their application; candidates without an ECAS password can register to get one through the above link from **24/11/2026**. A helpdesk facility is available via the "Contact Support" function within the on-line system.

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

During the on-line application procedure, candidates will be required to upload:

- An up-to-date Curriculum Vitae (preferably using the Europass format http://europass.cedefop.europa.eu/htm/index.htm or the eCV from SYSPER) which should include an indication of the staff member's current grade;
- a letter of motivation (maximum 2 pages) in either English or in French;
- the conflict of interest form filled in, dated and signed;
- optional: a copy of the latest staff appraisal report.

By submitting an application, candidates grant permission to the concerned human resources and recruiting departments to use these documents.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

Applications may be made at any point until **04/12/2026 at 12:00 midday (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. **Late applications will not be accepted.**

For correspondence concerning the selection procedure, please use the following email address (The e-mail must have in the subject the following title: **Vacancy EEAS/2026/214 HQ (AST)**):

EEAS-HQ-APPLICATIONS-AST@eeas.europa.eu

2. Pre-selection

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

3. Selection

The candidates who have passed the pre-selection step will be invited for an interview so that the selection panel can evaluate these candidates objectively and without prejudice on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. For candidates who have submitted multiple applications and are short-listed for more than one post, interviews may be grouped together and cover several applications at the same time.

CONTACT: Mr Falko WALDE

Tel: + 32 2 584 32 63

Email: Falko.WALDE@eeas.europa.eu

The closing date for applications is 04/12/2026 at 12:00 midday (Brussels time)

EUROPEAN EXTERNAL ACTION SERVICE

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATE (PART I)

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 ☐ Candidate from a Member State ☐ Current EEAS/EC Temporary Agent ☐ EPSO laureate ☐ Current EEAS/EC Contract Agent ☐ 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:	

Job No and Position applied for: ……

Administrative status of position concerned: Official ☐ Temporary agent ☐ Contract agent ☐
Grade of the position: ……
Directorate/Division/Delegation: ……

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 UPLOADED IN E-APPLICATION ("ATTACHED DOCUMENTS" TAB, Conflicts of interest).