# VACANCY NOTICE FOR A TEMPORARY AGENT SELECTION

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| **Job title** (same as on the job description) | **SECRETARY - TO THE HEAD OF UNIT** |
| Reference | **SANTE/COM/2026/2223** |
| Application deadline | 21.11.2026 - 12.00 (Midday, Brussels time) |
| Directorate-General (full name) | **Directorate-General for Health and Food Safety (DG SANTE)** |
| Unit | SANTE.E.3 "Biotechnology" |
| Place of assignment | Brussels |
| Grade range | AST SC 1/2 |
| Domain * | SUPPORT STAFF |
| Contract type | Temporary Agent 2b |

**About us ("We are")**

*DG Health and Food Safety (DG SANTE) promotes actions that improve access to healthcare, safe food to eat, and protection against epidemics and diseases. Its goal is to build and maintain Europe's high standards on animal and plant health, as well as the most affordable, accessible, and high-quality health systems to deliver on these expectations.*

*SANTE Unit E3 "Biotechnology" is responsible for the development and implementation of the legal framework on genetically modified organisms (GMOs). Its mission is to ensure that the development of modern biotechnologies takes place in a safe environment, with a high level of protection of human and animal health and of the environment, while contributing to growth, jobs and investments, as well as to sustainability objectives.*

**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 offer a position as secretary to the Head of unit involving a broad range of organisational, administrative and secretarial responsibilities, in a team of motivated and committed colleagues working in a friendly atmosphere.

The successful candidate will support the Head of Unit in the management of the Unit and its human resources to ensure the smooth functioning of the Unit and coordinate the work of the secretariat (consisting of three people).

Tasks will include task attribution and monitoring of deliverables, mail and document management, information sharing within and on behalf of the unit, administrative handling of recruitments and other HR processes, implementation of internal procedures and quality standards, organisation of meetings and missions, etc.

S/he will work closely with the unit's other administrative assistants to ensure distribution of workload and the continuity of administrative support and will also play an active role in improving working methods in the Unit.

Then job also offers the opportunity to work with colleagues across DG SANTE, other services and external partners.

**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 look for a reliable and well-organised colleague with relevant experience in administrative support. A strong sense of initiative and responsibility and a solution-oriented approach are important to assist the unit in delivering quality and timely outputs through a variety of tasks.

The successful colleague should have strong interpersonal skills and enjoy teamwork. S/he should have solid computer skills and be familiar with Commission administrative procedures, standard Commission IT applications (ARES, Basis, SYSPER, Decide, etc.) and missions/meetings organisation tools.
A strong command of English is required. Other languages are 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 SANTE-HR-PUBLICATIONS@ec.europa.eu indicating the selection reference **SANTE/COM/2026/2223** in the subject.

**No applications will be accepted after the publication deadline.**

**Eligibility**

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