



VACANCY NOTICE FOR A TEMPORARY AGENT SELECTION

Job title (same as on the job description)	SECRETARY
Reference	SANTE/COM/2026/2111
Application deadline	05.11.2026 - 12.00 (Midday, Brussels time)
Directorate-General (full name)	Directorate-General for Health and Food Safety (DG SANTE)
Unit	SANTE.B.3 "Health monitoring and cooperation, Health networks"
Place of assignment	Luxembourg
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. Unit SANTE.B.3, 'Health monitoring and cooperation, health networks' works to improve citizens' health in many areas: • We develop policies under the Directive on Patients' Rights in Cross-Border Healthcare, in areas related to cross-border mobility of patients and European Reference Networks for rare diseases. Hospitals and clinical centres are members of these networks across the EU and collaborate to help patients with rare diseases. • We work in the health information area, to ensure the availability of comparable data and sound information for policy making of the EU countries and the Commission. • We ensure the scientific and administrative support to the Commission's scientific committees on "Consumer Safety" and on "Health, Environmental and Emerging Risks" in accordance with the principles of excellence, independence and transparency. • We manage the EU Health Policy Platform to interact with health stakeholders' networks on EU health policy initiatives.	



About the role (“We propose”)

We offer an interesting position for a secretary within a team of enthusiastic colleagues, working for the team dealing with the European Reference Networks for rare diseases and also providing administrative support for the functioning of the whole unit. The main duties of the jobholder would be the following:

- Assist in managing communications with other EU institutions and Commission departments, EU Member States as well as with relevant stakeholders;
- Ensure that incoming messages and documents are attributed and followed up and that deadlines are respected;
- Provide secretarial assistance and monitor deadlines for: briefings/speeches, replies to parliamentary questions/petitions, inter-service consultations/written, oral and habilitation procedures and replies to mail/correspondence attributed to the Unit/ Directorate;
- Assist in the organisation of meetings and events with EU Member States, the European Reference Networks for rare diseases, and relevant stakeholders such as patients and professional organisations and provide permanent support during meetings;
- Contribute to implement projects related to rare diseases;
- Ensure various administrative tasks to the team dealing with European Reference Networks for Rare diseases, such as support for the preparation of reports, documents, letters and notes.

Qualifications, experience and skills (“We look for”)

We are looking for a colleague who

- is motivated and has an excellent work ethic;
- is a team worker;
- is service minded, diplomatic and has a positive attitude.

The colleague is expected to be an active member of a team, to contribute to the smooth functioning of the unit, including the management of stakeholder contacts and meetings. The work requires clear and structured thinking, organization and diplomacy, good written and oral communication skills, flexibility, and the capacity to deliver under pressure.

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/2026/2111** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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