VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Administrative Agent - Assistant to the Head of Unit**
Reference	**DG/COM/2026/2176**
Application deadline	**13.11.2026** - 12.00 (Midday, Brussels time)
Directorate-General (full name)	
Unit	SANTE D2 Medical Products: Quality, Safety, Innovation
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	SUPPORT STAFF
Contract type	Temporary Agent 2b

- 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")

DG Health and Food Safety (DG SANTE) aims to deliver to Europeans the peace of mind that comes with 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 food and feed safety, animal and plant health, as well as the most affordable, accessible, and high-quality health systems. DG SANTE has a holistic approach - One Health- to health, acknowledging the interdependency between humans, animals and their environment to emerging health problems through effective and sustainable policies that address possible trade-offs across disciplines.

Unit SANTE D2, "Medical products", is in charge of the development and the implementation of the EU regulatory framework for medicines as well as for the conduct of EU level medicines policy with the aim to guarantee the protection of human health, and to contribute to quality of medicines and manufacturing, to accessibility, availability and affordability of medicines in the EU. The Unit works also on the BioTechAct with respect to clinical trials and the Critical Medicines Act. The unit is also in charge of the EU legislative framework on the Substances of Human origins (SOHO). In relation to its files, the Unit deals with enlargement and limited international aspects. The unit (about 26 staff organised in 4 different teams), is engaged in multiple policy and regulatory processes, legislation management and

cooperation with and between national authorities with the European Medicines Agency.

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 are a committed team with an important and interesting mission to accomplish. We are offering a position for an assistant to the Head of unit and deputy Head of unit. The job consists of various administrative tasks such as handling of correspondence (incoming and outgoing), monitoring follow-up of deadlines, organisation of meetings with Member States, organisation of the unit meetings, access to document, preparation of missions, and to ensure the smooth running of the unit through an efficient use of the applications provided by the Commission (e.g., MIPS, Ares, BASIS, etc.).

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 are looking for a dynamic and motivated colleague, who is a team player, likes to handle the portfolio of tasks in cooperation with other assistants and can be able to work independently providing its individual contribution to joint achievements.

The ideal candidate should have the following abilities: good coordination and organization skills, good sense of initiative, experience in a secretariat, if possible good knowledge of the Commission working procedures and all related IT working tools such as Teams, Ares, MIPS, BASIS, AGM, Decide CIRCABC, etc. Adequate IT skills and fluency in English are required, both orally and in writing. Good knowledge of French or other Union languages would be a clear advantage.

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 **DG/COM/2026/2176** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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