VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	**Secretary**
Reference	**HOME/COM/2026/1946**
Application deadline	19.11.2026 - 12.00 (Brussels time)
Directorate-General	Migration and Home Affairs
Unit	HOME.F.4 (Finland, Sweden, Denmark, Poland, Czechia, Slovakia, Lithuania, Estonia, Latvia)
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain	Support staff
Contract type	Temporary Agent 2b

About us ("We are")
Unit F.4 aims to support Finland, Sweden, Denmark, Poland, Czechia, Slovakia, Lithuania, Estonia and Latvia in the implementation of policies and funding linked to border, migration and security policies. The unit provides country specific policy/operational knowledge and analysis, coordinates with actors and stakeholders, such as EU agencies and international organisations on the ground, and manages the Home Affairs Funds for those countries for the current and next MFF. The team is made up of 20 open, dynamic and friendly colleagues who work together in an excellent atmosphere.
About the role ("We propose")
We propose an interesting post of unit secretary in a friendly and stimulating working environment within a dynamic unit. The job includes a wide range of administrative and secretarial support tasks, involving managing the unit's calendar and functional mailboxes, taking care of ARES attributions in a pro-active manner, coordinate briefing attributions and monitor the deadlines. The selected candidate will also be preparing and launching interservice consultations, requesting and managing translations, preparing and organising meetings and missions including preparation of mission orders and expense claims, quality check of documents and handling correspondence. The successful candidate may act as a back-up of other secretariats when needed.

Qualifications, experience and skills ("We look for")
We are looking for a motivated, responsible, well organised and proactive secretary to work as part of a team directly attached to the Head of Unit and the deputy Head of Unit. The ideal candidate should have a strong sense of responsibility, good planning skills, be attentive to details and able to prioritise tasks. He/she is expected to be comfortable with the main Commission's administrative procedures and IT tools (Outlook, Decide, Ares, Mips, Sysper, ePoetry, Eurolook, Basis, Mira, Office, Legiswrite, SharePoint, Microsoft Teams, etc.), and to have a very good command of spoken and written English. He/she will also provide support for the handling of ISC in Decide in cooperation with responsible policy officers and when needed will handle the launch of legislative procedures in Decide. The selected candidate will also support the Head of Unit in Human Resources activities such as recruitment procedures. He/she will work in cooperation with the other administrative assistant and will contribute to maintaining a positive, collaborative and friendly team spirit within the unit. Previous experience of work as secretary or assistant in the European Institutions is essential.
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 HOME-F4@ec.europa.eu indicating the selection reference **HOME/COM/2026/1946** in the subject. **No applications will be accepted after the publication deadline.**
Eligibility
For eligibility, please consult this page with all the information needed.