



VACANCY NOTICE - CONTRACT AGENT

Job title	Secretary - to the Head of Unit
Reference	EC-2026-INTPA-3830
Application deadline	30.10.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	International Partnerships
Unit	G.6 - Migration and forced displacement
Place of assignment	Brussels
Domain*	International Cooperation and Development
Contract type and Function Group	Contract Agent 3b FG II

*please use one of the standardised domains that can be found [here](#)

About us

The European Commission's Directorate-General International Partnerships (DG INTPA) is responsible for the elaboration of EU development and international cooperation policies and strategies as well as the implementation of relevant EU external action funding instruments in partner countries in Sub-Saharan Africa, Asia - Pacific as well as in the Americas.

Within the thematic directorate INTPA.G: 'Human Development, Migration, Governance and Peace', unit INTPA.G6 'Migration and Forced displacement', is in charge of migration, mobility and forced displacement. The mandate of the unit is based on three main axes:

- The formulation of EU policies and operational approaches in the areas of migration, mobility and forced displacement, and active participation in political dialogue with internal as well as external stakeholders on these issues. An important aspect of this work concerns coordination and cooperation with the other EU services, EU Member States, with external actors and interlocutors as well as with Partner countries.
- Providing thematic guidance for colleagues in both DG INTPA and in EU delegations on how to address migration and forced displacement challenges and opportunities through international cooperation. Activities include drafting of orientation and guidance material, organising training sessions, providing tailor-made support on demand, in coordination with geographical units, as well as contributing to quality processes for programmes and projects managed by geographical directorates of DG INTPA.
- Operational and financial management of the Migration and Forced Displacement component of the thematic programme NDICI-Global Europe / Global Challenges.



The unit is organised into two sections; i) Migration and Mobility and ii) Asylum and Forced displacement.

About the role

Unit INTPA.G6 is seeking to hire one secretary to the Unit.

In this position, you will have a key role in contributing to the successful implementation of the unit's mission through providing assistance and administrative support to the Head of Unit as well as to the other members of the Unit

The main tasks include:

- Administrative and practical assistance to the head of unit in the overall management of the unit's tasks;
- Manage and supervise all incoming and outgoing communication and correspondence, including parliamentary questions, interservice consultations, access to documents requests, citizens questions, ensuring correct attribution and respect of deadlines, as well as proper archiving;
- Ensuring access to and information about administrative issues, processes and procedures for the Unit staff;
- Ensure logistical and administrative support in the organisation of meetings and events, including the handling of personal data of external participants, the escorting of external participants to and from the meeting room, the support for the establishment of online connections;
- Prepare missions by arranging travel for all members of the unit and monitoring of the unit's mission budget;
- Assist members of the unit in the administrative and contractual tasks related to contract preparation and implementation;
- Provide assistance in the management of Annual Action Plans: launch of ISC in Decide and follow-up (planning, quality support meetings, decision and legiswrite, agreement of cabinet).
- E-Domec Focal Point: Contribute to archiving correspondence (including registering in ARES) and to storing, reproducing, circulating and/or retrieving documents.



- Data Protection Focal Point within unit: redact all personal data before disseminating through the EASE tool (Access to documents).

We offer a very pleasant work environment with positive and motivated colleagues and many opportunities for personal development.

Qualifications, experience and skills

We are looking for:

- A motivated, dynamic and flexible colleague who enjoys teamwork and has a strong sense of responsibility and organisation.
- The position requires very good communication and organisational skills, as well as good IT skills.
- The ideal candidate should have a very good command of English and French.

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 INTPA-G6-RECRUITMENT@ec.europa.eu indicating the selection reference EC/2026/INTPA/3830

Eligibility

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