



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Secretary - to the Head of Unit and to the Unit
Reference	FISMA/COM/2026/2083
Application deadline	10.11.2026 - 12.00 (Brussels time)
Directorate-General	Financial Stability, Financial Services and Capital Markets Union
Unit	C.3 "Securities markets"
Place of assignment	Brussels
Grade range	SC1-SC2
Domain *	OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
Contract type	Temporary Agent 2b/2d

About us ("We are")

FISMA C3 handles legislation that lies at the heart of key Commission priorities, offering a unique opportunity to engage with both technical and political aspects, and is central to delivering the Savings and Investment Union (SIU), a key European Commission project to boost Union competitiveness. The unit has provided a core contribution to the Market Integration and Supervision Package (MISP), the legislative proposal adopted on 4 December 2025 on market integration and supervision that aims to boost the SIU by increasing the competitiveness and attractiveness of EU capital markets, including by removing barriers to the integration of the EU capital markets and supporting their modernisation, facilitating the operation of trading venues in multiple jurisdictions (i.e., pan-European market operators), enhancing the functioning of the consolidated tape, contributing to more integrated EU supervision of significant trading venues, improving pre - and post-trade transparency, and fostering the participation of retail and institutional investors in capital markets.

The unit is in charge of securities markets legislation in the EU, including the Markets in Financial Instruments Directive and Regulation (MiFID II / MiFIR), Benchmark Regulation, Market Abuse Regulation, Prospectus Regulation, Short Selling Regulation. It plays a key role in climate policy through frameworks for ESG indices like EU Paris-aligned / Climate transition benchmarks. The remit of the Unit also covers the regulation of commodity derivatives market (including



energy derivatives) and of the emission trading allowances. Moreover, the unit plays a vital role in negotiating international agreements in its remit and holds regular contact with market regulators around the world, including in the US, UK, Australia, Singapore, Japan, Hong Kong, India and Canada. The unit is in charge of several equivalence or mutual recognition negotiations on securities issues with third countries.

In addition to the development of new policy, the unit is also currently finalising the implementation of a number of the already agreed key Capital Market Union projects, such as the introduction of a consolidated tape for equities, bonds and derivatives, the reform of the trading infrastructure in the Union and a root-and-branch reform of the listing rules of the Union (the so-called “Listing Act”).

The unit serves as the secretariat for the European Securities Committee and manages relations with the European Securities and Markets Authority (ESMA) for the whole DG FISMA, including the coordination of the ESMA Board of Supervisors. Finally, it has a very wide array of contacts with the European Parliament, Member States, stakeholders’ organizations, market participants, investors’ representatives and academia. The friendly and dynamic unit currently comprises a staff of around 20 colleagues.

About the role (“We propose”)

We offer an interesting and varied position as secretary to the Head of Unit and the Unit members, in a team of highly motivated and committed colleagues working in a friendly and stimulating atmosphere.

The successful candidate would be given a broad range of secretarial and administrative responsibilities, such as to ensure the follow-up of incoming and outgoing mail in functional mailboxes, coordinate and monitor various actions and deadlines, allocate and follow-up on briefing requests and upload briefings (into BASIS), organise missions (in MIPS+) and meetings (and ensure encoding in ATMOS where relevant), ensure translations planning and manage requests (through ePOETRY), ensure the circulation and proper registration (in ARES) of documents generated or received in the Unit, as well as broader document management, and organise Unit’s social events. S/he would enjoy flexibility in the organisation of the work in close cooperation with the Head of Unit, other members of the Unit and with the administrative assistant who ensures smooth functioning and coordination of the Secretariat. S/he should be flexible to step in during the absence of other member(s) of the Secretariat on tasks, including those related to decision making (DECIDE) and HR, and when needed, be asked to support other Units of the Directorate.

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



Unit C3 in DG FISMA is looking for a dynamic, motivated, diligent colleague, able to take on a variety of organisational, secretarial and administrative tasks and work in a flexible manner in a team of colleagues, as well as independently. A friendly and helpful attitude is important, as is the ability to anticipate the needs of the colleagues supported. The successful candidate will have a strong service culture and provide support to the team and to the Unit's external partners in a proactive, efficient and well-organised way. The ability to effectively and smoothly cooperate with the Unit's other administrative assistant(s) and to develop mutual back-up arrangements is key. S/he should have experience in document management and be familiar with at least some of the standard Commission administrative IT tools (e.g. ARES, MIPS+, SYSPER, BASIS, DECIDE, ePOETRY, ATMOS, Sharepoint), as well as a sound knowledge of MS Office applications (Word, Excel, Powerpoint). The working languages are EN/FR.

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 FISMA-C3-RECRUITMENTS@ec.europa.eu indicating the selection reference DG/COM/2026/2083 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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