VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Secretary to the Director General's Policy Assistant**
Reference	**FISMA/COM/2026/2198**
Application deadline	04.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Directorate-General for Financial Stability, Financial Services and Capital Markets Union (DG FISMA)
Unit	Directorate-General for Financial Stability, Financial Services and Capital Markets Union (DG FISMA)
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	Administrative support
Contract type	Temporary Agent 2b

About us ("We are")
The mission of the Directorate-General for Financial Stability, Financial Services and Capital Markets Union (DG FISMA) is to preserve financial stability, protect savers and investors, fight financial crime, as well as to ensure the flow and access to capital for businesses and consumers in the European Union. By fulfilling its mission, DG FISMA focuses on the achievement of one of the Commission's political priorities, namely "An economy that works for people".

About the role ("We propose")

We offer an interesting and varied position as secretary to the Policy Assistant to the Director-General, in a team of highly motivated and committed colleagues, working in a very friendly and stimulating atmosphere. The team member will carry out tasks related to:

• Administrative support the Assistant to the Director-General in the day-to-day management;
• Administrative support to DG FISMA's weekly meetings such as the Directors' meeting;
• Administrative support for Jour Fixe meetings and other meetings with Commissioner/Cabinet;
• Maintain contacts within the DG and with the Cabinet in order to organise and secure the flow of information;
• Quality check of signataires and follow up of deadlines within the DG;
• Coordination with the DG's and DDG's secretariats for the efficient organisation of meetings and support their work;
• General administrative tasks, such as managing telephone calls, diary-keeping, securing office supplies and IT tools.

The position implies a high degree of autonomy, initiative and discretion. A general understanding of the DG's policies would facilitate the daily work. The acquisition of new skills, and their use, is actively supported.

You will work in close cooperation with the DG's and DDG's secretariat who are committed to delivering high-quality results under tight deadlines and cooperate closely with colleagues within the Directorate General as well as in the Commission as a whole.

Qualifications, experience and skills ("We look for")

We look for a highly motivated, well-organised, discrete, open-minded team player with a good sense of initiative and the ability to work under pressure.

The successful candidate would be expected to have:
- at least 3 years in administrative support function
- excellent command of English and good command of French or German (essential);
- good communication skills (essential);
- strong computer skills in Word, Excel and Outlook (essential);

The successful candidate will also act as back-up for their colleagues in the secretariat of the Assistant to the Director-General and the Deputy Director-General's secretariat therefore a previous work experience with DG, DDG or Cabinet would be a strong advantage.

Knowledge of the Commission tools (Ares, MIPS+, ATMOS, Basis, Decide, etc.) would be a strong 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 **FISMA-DG-RECRUITMENT@ec.europa.eu** indicating the selection reference **FISMA/COM/2026/2198** in the subject. **No applications will be accepted after the publication deadline.**
Eligibility
For eligibility please consult this page with all the information needed.