



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Secretary/Administrative agent
Reference	TAXUD/COM/2026/Secretary-Administrative agent/001
Application deadline	30.10.2026 - 12.00 (Brussels time)
Directorate-General	DG TAXATION and CUSTOM UNION
Place of assignment	Brussels
Grade range	AST/SC1-2
Domain *	Support staff
Contract type	Temporary Agent 2b

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

About us ("We are")

The Directorate General Customs and Taxation (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market, protected at its borders.

About the role ("We propose")

DG TAXUD is seeking Secretaries/Administrative Agents for several vacant posts in AST/SC category.

The successful candidate will be responsible for:

- Providing support to the Head of Unit and unit members as needed, ensuring continuity in the unit's operations and adherence to established guidelines and rules;
- Organising the meetings, which involves coordinating logistics, ensuring effective communication between stakeholders and distributing all relevant



documents in a timely manner, ensuring good functioning of related IT tools, following up the reimbursement of travel costs.

- Providing secretarial and logistical support to the Unit. This includes managing documentation and other routine tasks essential to the daily operations of the unit.
- Performing day-to-day secretarial duties, including handling mail and phone calls, processing mission orders and using the data management systems for document and information management.

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

Enthusiastic and motivated colleagues who are good team players, fast learners, resilient, pro-active, well-organised, service-oriented and reliable candidates with at least:

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education.

The ideal candidate should possess the following skills:

- two years of relevant professional experience in secretarial work;
- excellent planning skills;
- high degree of initiative and responsibility;
- solution-oriented mindset;
- keen attention to detail;
- ability to perform multiple tasks and to operate in a fast-paced environment while keeping up the deadlines;
- good communication and social skills as services may have regular relations with other Commission services, EU institutions and bodies, national authorities as well as international partners;
- proficiency in IT: Outlook, Teams, Word, Excel, Power Point; SharePoint
- flexibility and open-mindedness;
- capability to work independently and collaboratively within a team;
- willingness to learn new tools and procedures;

a very good command of English and a good knowledge of a second EU official language. Knowledge of other EU official languages is considered as an asset.



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:

TAXUD-TA-PUBLICATIONS@ec.europa.eu indicating the selection reference

TAXUD/COM/2026/Secretary-Administrative agent/001 in the subject.

Applications of eligible candidates will be kept for the following **6 months to fill upcoming vacancies**. According to Regulation (EU) 2018/1725 on the processing of personal data, we would like to inform you that the information you have provided will not be kept by our services – unless there are relevant vacancies in our services in the 6 months following the vacancy notice you applied for.

No applications will be accepted after the publication deadline.

Eligibility

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