VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Secretary - Secretarial support, meetings, communication and stakeholder relations**
Reference	**EMPL/COM/2026/1923**
Application deadline	19.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Directorate-General Employment, Social Affairs and Inclusion (DG EMPL) of the European Commission of the European Commission
Unit	EMPL.B.3 - Vocational Education and Training, Skills Portability, CEDEFOP
Place of assignment	Brussel
Grade range	AST SC 1/2
Domain	Support staff
Contract type	Temporary Agent 2b

About us ("We are")

EMPL B.3 – Vocational Education and Training, Skills Portability and CEDEFOP, in DG Employment, Social Affairs and Inclusion (EMPL) works to develop vocational education and training (VET) policies and tools that help people acquire the skills they need to play an active role in society and in the labour market, make full use of digital technologies and contribute to a sustainable economy.
To meet these goals, we work on improving the effectiveness, quality and attractiveness of VET, promote the development of Centres of vocational excellence across Europe and stimulate the offer and take-up of quality and effective apprenticeships. We work on transparency and portability of qualifications and skills.

We manage the relations with a variety of stakeholders at European and national level, we manage the relations with the European Centre for the Development of Vocational Training (Cedefop) and we cooperate with the European Training Foundation (ETF) and international organisations (e.g. OECD, ILO, UNESCO, World Bank, WorldSkills) on VET and skills portability issues to support evidence-based policy making and sharing of best practices.

We provide strategic orientation and ensure efficient and effective management, monitoring and evaluation of Erasmus+ funding for vocational education and

training and ensure cooperation with other EU financial instruments, in particular the ESF+ and the future European Competitiveness Fund (ECF).

About the role ("We propose")
If several positions are advertised for similar job profiles, please add the number of vacant jobs.

The unit is seeking to hire a Secretary to a position which involves secretarial and logistical support in the administration of the unit in general and to other units in the Directorate as part of the secretariat pool, and the organisation of meetings and conferences. The person selected is expected to carry out the complete range of secretarial tasks and administrative duties required to support the work of the Unit and as part of the Directorate's secretariat pool. The position offers a varied set of tasks, with frequent contacts outside the unit and Directorate as well as with external stakeholders.

The position will mainly consist of the following tasks:
• Take, transcribe and prepare notes, minutes, routine correspondence, presentations and other texts that are needed for the overall service activity.
• acting as back up of the other secretaries in the unit and in the secretariat pool of the Directorate.
• providing appropriate support to the organisation of meetings, events, communication campaigns and conferences
• Keep agenda and assist in monitoring deadlines and workflows of the requests received by the Unit or other units in the Directorate.
• Prepare and follow up on the onboarding of newcomers in the Unit/Directorate
• Update of relevant websites and newsletters.
• providing administrative support with document filing, copying, transmission, archiving and sorting as well as managing requests for translation.

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

We are looking for a reliable, motivated and service-minded colleague willing to work in a dynamic team in a convivial working atmosphere. The candidate should have the ability to work autonomously as well as in a team, have a strong sense of initiative and excellent organisational skills. The new colleague should have the capacity to deliver high-quality output even within tight deadlines.

Good knowledge of the IT-applications (Word, Excel, Eurolook, Outlook, Teams, Webex). A sound knowledge of Commission IT tools (ePOETRY, MIPS+, WEBDOR, ARES, DECIDE, etc.) and procedures would be an asset. The person selected for the post should have a good ability to write and communicate clearly in English and ideally also in French.

The ideal profile for the job is educational background related to administrative support and/or at least 2 years professional experience as a secretary or administrative assistant.

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 EMPL-B3-UNIT@ec.europa.eu indicating the selection reference EMPL/COM/2026/1923 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility please consult this page with all the information needed.