



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Secretary to the Director
Reference	ESTAT/COM/2026/2314
Application deadline	12.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	EUROSTAT (DG ESTAT)
Directorate	Social statistics (ESTAT.F)
Place of assignment	Luxembourg
Grade range	SC1 – SC2
Domain	Support staff
Contract type	Temporary Agent 2b

About us (“We are”)

Eurostat, one of the Directorates-General of the European Commission, is the statistical office of the European Union. Eurostat’s mission is to provide high-quality statistics and data on Europe. Eurostat co-ordinates statistical activities at Union level and more particularly inside the Commission.

The Social Statistics Directorate (Directorate F) is a friendly, collaborative and dynamic part of Eurostat. We are responsible for a wide range of statistics, indicators and datasets that speak directly to citizens and inform policy decisions at the highest level. Our data are essential for understanding European society and economy, covering domains such as population and migration, labour market and skills, income and living conditions, housing, health, education and social protection. With five units and around 100 dedicated professionals, we play a central role in shaping the EU's social agenda—including the European Pillar of Social Rights and the Anti-Poverty Strategy.



About the role (“We propose”)

Directorate F of Eurostat is seeking to hire one secretary, working directly with the Director and the wider management team in a supportive and collegial environment. This is an opportunity to play a meaningful role in the smooth running of a busy, high-profile Directorate.

The successful candidate will take on a broad range of secretarial and administrative responsibilities, working in close cooperation with colleagues across Directorate F and the wider Eurostat community. Your main tasks will include:

- Agenda management for the Director, including the organisation of meetings, internal and external events, and video conferences;
- Administrative and logistical support, including the management of mission orders, functional mailboxes, phone calls, and incoming correspondence;
- Document management using the Commission's standard tools (ARES, MIPS, Outlook, Microsoft Teams, SharePoint, DECIDE);
- Drafting, formatting and linguistic checks of documents in accordance with the Commission's style guide;
- Horizontal coordination at Directorate level, including support for reporting and briefing processes;
- Management of the Directorate's collaborative workspace and contribution to internal communication and the dissemination of information across units;
- Coordination with unit secretaries and other colleagues within and outside the Directorate.

The post-holder may also be asked to provide back-up support to other entities within the Directorate, in line with pre-defined arrangements.



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

We are looking for a proactive, well-organised and reliable colleague with a genuine team spirit and a positive, can-do attitude. The ideal candidate will be comfortable managing competing priorities in a fast-paced environment, and able to work autonomously whilst maintaining strong communication with the Director and management team.

The following are considered desirable:

- At least three years of experience in a secretarial or administrative support role, preferably supporting senior managers;
- Good IT literacy, with solid working knowledge of Microsoft 365 (Outlook, Teams, SharePoint, Word, Excel);
- The ability to draft and communicate clearly and concisely in English (the main working language of the Directorate);
- Strong organisational skills and the ability to manage and prioritise a varied workload;
- Discretion, sound judgement, and a diplomatic approach in dealing with stakeholders at all levels.

The following will be considered an asset:

- Prior experience working in a European institution or international organisation;
- Familiarity with Eurostat's work or the broader domain of official statistics.

How to express your interest?

You should send your documents in a single pdf in the following order:

1. your CV
2. the completed application form.

Please send these documents by the publication deadline to ESTAT-HR-APPLICATIONS@ec.europa.eu indicating the selection reference ESTAT/COM/2026/2314 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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