VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Administrative Assistant**
Reference	**HERA/COM/2026/2507**
Application deadline	10.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Health Emergency Preparedness and Response Authority
Unit	HERA.02 – Dual Use and Civil Military Cooperation
Place of assignment	Brussels
Grade range	AST1/3
Domain *	Support staff
Contract type	Temporary Agent 2b/2d

*please use one of the standardised domains that can be found here

About us ("We are")

We are the Health Emergency Preparedness and Response Authority (DG HERA). DG HERA 's mission is to assist the Commission to improve preparedness and response to serious cross-border threats to health by ensuring access to medical countermeasures (MCM). It includes:

• strengthening health security coordination involving all relevant actors during preparedness and crisis response times and
bringing together the EU Member States, industry and relevant stakeholders in a common effort;
• addressing vulnerabilities and strategic dependencies related to the development, production, procurement, stockpiling and
distribution of MCM;
• contributing to reinforcing the global health emergency response.

DG HERA is responsible for the following tasks exercised in close cooperation with the Member States:
• assessment of health threats and intelligence gathering relevant to MCM;
• promoting advanced research and development of MCM and related technologies;
• addressing market challenges and boosting the Union's open strategic

autonomy in MCM development and production;
• swift procurement and distribution of MCM;
• increasing stockpiling capacity of MCM;
• strengthening knowledge and skills in preparedness and response related to MCM.

DG HERA.02 'Dual use and Civil Military Cooperation' is a new unit responsible for Dual Use Medical Countermeasures and Civil-Military Cooperation. The Unit is spearheading forward-looking policies on cooperation and actions regarding MCM preparedness for mass casualties, armed conflicts and emerging threats like biosecurity. In this context the unit undertakes an evidence-based prioritisation of Chemical, Biological, Radiological, and Nuclear (CBRN) and novel biosecurity threats based on scenarios, and coordinates across the Directorate-General the development, procurement or stockpiling of CBRN medical countermeasures to build and maintain specific strategic reserves of such medical countermeasures. The unit therefore acts as first entry point for all civil-military matters of relevance to DG HERA. To ensure effective and immediate response in case of serious cross-borders health threats of natural, man-made or intentional origin, the Unit will develop robust EU-level stockpiles of medical countermeasures (including by assessing the (geo)political landscape, vulnerabilities and dependencies, sustainable stock management or innovative cutting-edge solutions).

To further strengthen Europe's security landscape with medical countermeasures, the unit is also fostering comprehensive civil-military policies and arrangements through strategic coordination and consultation with Member States' defence actors and NATO as well as through projects and initiatives aiming at addressing civilian and military needs in case of conflict. By its actions, the Unit aims to bolster public health and security, contributing to a resilient European Defence Union and ensuring effective responses during crises.

About the role ("We propose")
If several positions are advertised for similar job profiles, please add the number of vacant jobs. *The position[s] will consist of [explain sufficiently in detail]:*

We propose a challenging and multifaceted position in a dynamic and evolving working environment, where the successful candidate will play a key role in supporting the Head of Unit and the teams in the coordination, organisation and follow-up of the Unit's activities.

The jobholder will contribute to the effective planning and implementation of the Unit's work by coordinating administrative and operational processes, monitoring deadlines and priorities, facilitating information flows and ensuring timely follow-up of actions. The position requires a high degree of autonomy, initiative and the ability to anticipate needs, identify potential issues and propose practical solutions.

The successful candidate will also contribute to the coordination of horizontal activities, support the implementation of internal procedures and ensure effective liaison with other Commission services and relevant stakeholders. Responsibilities will include supporting the efficient management of resources, contributing to the preparation and follow-up of meetings and missions, and facilitating the smooth implementation of the Unit's priorities.

We propose an opportunity to take on responsibilities, work closely with management and colleagues across different teams, and actively contribute to the effective functioning of a Unit operating in a strategically important area of EU preparedness and security.

Qualifications, experience and skills ("We look for")
(set criteria in terms of education, professional experience and personal qualities that the ideal applicant should have):

We are looking for a reliable, proactive and service-oriented colleague with strong organisational and coordination skills, capable of working independently while contributing to a positive and collaborative team environment.

The ideal candidate should demonstrate a high degree of flexibility, initiative and attention to detail, with the ability to manage competing priorities, anticipate administrative needs and ensure timely follow-up of tasks in a demanding working environment.

A good understanding of the Commission's administrative procedures and decision-making processes, together with proficiency in relevant IT tools and applications, would be a strong asset. Experience in supporting management, coordinating administrative activities and handling HR, financial or logistical procedures would be particularly valuable. Experience in financial procedures is an asset.

The successful candidate should possess excellent communication and interpersonal skills, a strong sense of responsibility and discretion, and the ability to handle sensitive information with confidentiality and professionalism.

We value a colleague who is solution-oriented, adaptable and willing to take initiative, share knowledge and contribute actively to the effective functioning of the Unit.

An excellent command of English and French, both written and spoken, is essential. Knowledge another EU language would be an asset.

Clearance: This role involves handling highly sensitive information and documents,

requiring the candidate to obtain and maintain the necessary security clearance in accordance with relevant rules.

As DG HERA is the DG responsible for ensuring preparedness and response to health crises, the recruited colleague will be expected to demonstrate flexibility in terms of tasks and working hours. Occasional atypical working hours (including evenings and weekends) may be required, particularly in times of crisis.

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 HERA-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference HERA/COM/2026/2507 in the subject.

No applications will be accepted after the publication deadline.

Only candidates selected for the next step of the selection phase will be notified.

Eligibility

Please review this page to ensure that you are eligible before you apply.