



VACANCY NOTICE - CONTRACT AGENT

Job title	Secretary
Reference	EC-2026-HR-316163
Application deadline	29.10.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Human Resources and Security
Unit	Generation 2004 (CdP-OSP) Staff Committee- Representative Trade Unions and Staff associations (administratively attached to DG Human Resources and Security)
Place of assignment	Brussels
Domain	Human resources management
Contract type and Function Group	Contract Agent 3b FG II
Other useful information (contract duration, other ...)	The duration of the first contract will be 1 year. Subject to the interest of the service, the contract may be renewed one or more times up to a maximum duration of 6 years.

About us

Generation 2004 is the largest individual staff organisation in the European Commission, active also across the other EU institutions. It gives a voice to staff of all categories and campaigns for a fair, just and cohesive European civil service, defending the rights and working conditions of EU staff and equal opportunities for all.

About the role

Generation 2004 is seeking to recruit one full-time Secretary (FG II), based in Brussels.

The purpose of this role is to provide reliable and efficient administrative, logistical and secretarial support, ensuring the smooth day-to-day running of the Generation 2004 secretariat in Brussels and the work of its elected representatives.

The selected colleague will be responsible for the day-to-day administration of the office, including coordinating functional mailboxes, handling incoming correspondence and responding to members' queries; organising and planning statutory meetings, working groups and hybrid webinars, including the circulation of agendas and the drafting of the minutes; maintaining structured electronic filing systems, managing documentation, and keeping membership records strictly confidential and up to date; supporting the Board and team members through internal briefings, communication and any other logistical assistance related to the activities



of Generation 2004; and serving as a regular operational point of contact, liaising with Commission services, members and external partners.

Qualifications, experience and skills

We are looking for a proactive, highly organised and discreet secretary, with strong interpersonal skills and the ability to work independently in a multicultural environment.

The ideal profile has:

- proven professional experience in administrative or secretarial support;
- prior experience in the EU institutions, an international environment or a staff organisation/NGO is considered a distinct asset.
- excellent organisational and time-management skills, with the ability to prioritise and multitask under tight deadlines;
- high level of discretion, integrity and confidentiality when handling sensitive staff matters;
- proficiency in standard office tools (MS Office 365: Word, Excel, PowerPoint, Outlook, Teams); familiarity with Commission's tools such as ARES (document management tool) or Sysper (human resources management tool) is an advantage;
- strong team spirit, a service-minded attitude and good communication skills.
- thorough knowledge, both oral and written, of English (the working language); a good working knowledge of French or another official EU language is considered an 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 rep-pers-osp-generation-2004@ec.europa.eu indicating the selection reference **EC-2026-HR-316163**.

Eligibility, recruitment steps, contract and working conditions

Please consult the pdf document at the end of [this page](#)