



VACANCY NOTICE - CONTRACT AGENT

Job title	Secretary
Reference	EC-2026-AGRI-322134
Application deadline	10-11-2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	DG Agriculture and Rural Development
Unit	H4 – Assurance and Financial Audit
Place of assignment	Brussels
Domain*	Support staff
Contract type and Function Group	Contract Agent 3b FG II

About us

We are the Financial Audit Unit of the Directorate-General for Agriculture and Rural Development. Our key responsibilities include:

- The annual financial clearance of accounts exercise. This activity aims to provide the Commission with reasonable assurance that the expenditure declared by the Member States and Candidate Countries paying agencies as set out in their annual accounts is true, complete and accurate and that their management and control systems have worked adequately. This activity covers agricultural expenditure of almost €55 billion per year.
- The continuing assessment of EAGF, EAFRD and IPARD Paying Agencies' internal control systems by carrying out audits to obtain assurance that the management and control systems are in place and work properly and in particular to verify their effectiveness and conformity with the Regulations and the Guidelines on clearance of accounts.
- The ongoing provision of such assistance and advice to contribute to improving the management and control systems by proposing modifications of EU legislation and addressing recommendations and guidelines to the Member States and Candidate Countries.

The Unit currently has 25 staff and boasts a positive working atmosphere and team spirit. Most Member States are represented.



About the role

A secretary post in a friendly and motivating environment, part of a three-person secretariat support team. We believe in good and open communication, trust and confidence at all levels.

The main tasks include providing complete administrative, secretarial and logistical support to the assigned teams, including document management, organisation of meetings and missions, managing translation/interpretation requests, monitoring of deadlines, etc.

The work is challenging and varied and the post offers an excellent opportunity for a candidate with a good sense of initiative and responsibility, an ability to work with a positive and flexible attitude, including when under pressure, eager to make a difference in helping the unit deliver high quality and timely outputs.

Qualifications, experience and skills

We are looking for a highly motivated and pro-active colleague to join our secretariat. The function requires excellent planning and organisational skills, team spirit, accuracy, discretion, sense of responsibility and reliability. The secretary to the Unit has an instrumental role to play in ensuring the smooth running of the secretariat and contributing to the efficient management of the unit. Good oral and written command of the English is required, and a knowledge of other EU languages is a plus but not a prerequisite. Ideally, the candidate should be familiar with standard IT tools used in secretarial work and willing to learn new ones.

How to express your interest?

You should send your documents in a **single pdf** in the following order, and name the file **FirstName_LastName.pdf**:

1. Your CV
2. Completed application form

Please send these documents by the publication deadline to AGRI-RECRUITMENT@ec.europa.eu indicating the selection reference **EC-2026-AGRI-322134**.

Eligibility

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