



VACANCY NOTICE - CONTRACT AGENT

Job title	Programme Assistant–ERCC Duty Officer
Reference	ECHO/FGIII/303157
Application deadline	21.10.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	European Civil Protection and Humanitarian Aid Operations
Unit	A1 - Emergency Response Operations
Place of assignment	Brussels
Domain*	Civil Protection, Emergency Response and Humanitarian Aid
Contract type and Function Group	Contract Agent 3b FG III

About us

ECHO.A.1. aims at a rapid, effective and coherent EU response to major disasters occurring inside and outside the EU. The unit hosts the Emergency Response Coordination Centre (ERCC), with a 24/7 duty system, which facilitates, supports and coordinates EU civil protection operations. The ERCC also provides a platform for effective coordination both within the DG and with other Commission services, EU institutions and bodies, as well as Member States during the emergency phase. It provides a number of common services for DG ECHO, other Commission Services and EU actors involved in disaster and crisis management. It is the contact point for ARGUS, activations of the Integrated Political Crisis Response Arrangements (IPCR) and the Solidarity Clause. The unit manages the transport and operations budget in support of UCPM response activities, and coordinates DG ECHO's rapid response to sudden-onset disasters.

About the role

The successful candidate will work in a dynamic and challenging international working environment; The job will be carried out in cooperation with a wide range of partners inside and outside the EU; She / he will be offered a full set of learning and training opportunities targeted to the needs of the job.

Qualifications, experience and skills



We are looking for a motivated and flexible professional with experience in crisis management, civil protection, and humanitarian aid; safety and security; and military and policy and proven experience in managing logistics and transport operations within humanitarian aid, emergency response, or crisis management contexts. Relevant experience in the EU institutions and knowledge of the internal procedures and the functioning of the Commission would be an advantage. Excellent organisational skills necessary to setting and organising priorities in order to provide high-quality work to strict deadlines. Good sense of initiative, good adaptability, flexibility, teamwork and inter-personal skills are required. Excellent language skills in English and good knowledge of French. Other languages will be considered an asset.

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 echo-a1-applications@ec.europa.eu indicating the selection reference ECHO/FGIII/303157

Eligibility

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