



VACANCY NOTICE FOR A TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Secretary
Reference	DG HERA/COM/2026/1952
Application deadline	15.10.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Health Emergency Preparedness and Response Authority
Unit	HERA.DEPUTY, Deputy Head of HERA
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	HEALTH
Contract type	Temporary Agent 2b

*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 improve preparedness and response for 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.*

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]:

The Deputy Head of DG HERA is seeking a motivated and dynamic colleague to provide support in his daily activities and contribute to the efficient functioning of the Deputy Head office. The position offers a varied and engaging working environment, with opportunities to take initiative and assume responsibility.

The main responsibilities include managing the Deputy Head's agenda, organising meetings and missions (MIPS), monitoring and following up on incoming requests through Outlook, ARES and BASIS, as well as coordinating ISC matters within DG HERA.

An important part of the role is also to support effective internal communication and ensure smooth coordination of incoming requests with the Heads of Unit and the administrative assistants of other HERA units.

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 proactive, dependable and well-organised colleague who enjoys working as part of a team while also being able to work independently. The successful candidate will take responsibility for administrative workstreams and contribute to the effective management of the Deputy Head's office.

The position requires a strong sense of responsibility, discretion and the ability to anticipate needs and priorities. Excellent interpersonal and communication skills, a positive and solution-oriented attitude, attention to detail and the ability to manage several tasks while adapting to changing priorities are essential.

Previous experience in providing administrative support at senior management level would be considered an advantage. The ideal candidate should have excellent computer skills, particularly in MS Office and Excel, as well as a very good understanding of Commission administrative procedures and IT tools, notably ARES, BASIS, MIPS+ and Sysper.

An excellent command of English is required, while knowledge of French would be considered an asset.



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 DG HERA/COM/2026/1952 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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