VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**SECRETARY**
Reference	**BUDG/COM/2026/2386**
Application deadline	04.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	DG BUDGET
Unit	BUDG D3
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain	BUDGET AND FINANCE
Contract type	Temporary Agent

About us

Within DG BUDGET, and as part of the directorate dealing with Accountability, Transparency and Protection of the Union's Financial Interests, unit D3 plays a pivotal role in fostering a robust internal control culture across the Commission.

Our team of 11 dedicated professionals collaborates closely with all Commission services and other Institutions to provide them with expert advice and guidance on the effective implementation of their internal control systems. This implies to work closely with all DG BUDG directorates and units. The unit also leads the network of internal control correspondents. This gives us a big outreach, a comprehensive understanding of EU policies and a unique overview of EU budget implementation.

Through consolidated reporting, the Unit aims at improving the Court of Auditors' and the discharge Authority's appreciation of the Commission's financial management.

You will join a team of friendly and experienced professionals specializing in internal control, risk management, audit and financial management.



About the role

We are looking for a motivated, reliable and proactive colleague who takes initiative, enjoys working independently as well as in a team, and brings a solutions-oriented mindset to a wide range of tasks.

As part of a dynamic and supportive team, you will play a key role in ensuring the smooth running of the Unit's activities and contributing to the wider work of the Directorate-General.

Your main responsibilities will include:

• Providing high-quality secretarial and administrative support to the Head of Unit and the team, including document management, scheduling, and maintaining the Unit's collaborative workspace;

• Contributing to the coordination and development of the Commission-wide Internal Control Coordinators Network (ICCNet): organising meetings, preparing presentations, and assisting in the analysis and review of the Annual Activity Reports;

• Supporting horizontal tasks across DG BUDG, such as managing content on BUDGweb, contributing to DG working groups, and assisting in DG-wide initiatives — offering opportunities to broaden your knowledge and develop new skills.

We offer a stimulating and varied position in a fast-paced DG where priorities can evolve rapidly. This is an excellent opportunity to gain exposure to the Commission's core management processes and internal control framework, while working in a friendly, professional, and highly motivated team.

Professionalism, trust, collaboration, and good humour are among our core values. If you enjoy working in an environment where flexibility, quality, and initiative are valued, this could be your next great opportunity.

Qualifications, experience and skills

Are you service-minded, well-organised, and able to manage multiple priorities with accuracy and composure?

Do you enjoy working autonomously, while contributing actively to a team?

Do you take initiative and find creative, practical solutions to challenges?

If so, this job may be a perfect fit for you.

We are looking for a colleague who:

• Has excellent organisation, coordination, and communication skills, with a strong sense of responsibility and discretion;



• Possesses solid knowledge of Commission internal systems and procedures (ARES, Decide, Basis, Sysper, etc.);

• Demonstrates good IT skills, including Excel, PowerPoint, and SharePoint;

• Communicates clearly and effectively in English and French, with excellent drafting skills in English;

• Shows commitment to high ethical standards, service quality, and business continuity;

• Is curious, eager to learn, and open to developing new competences in a collaborative environment.

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 BUDG-MAILBOX-D03@ec.europa.eu indicating the selection reference **BUDG/COM/2026/2386** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility please consult this page with all the information needed.