VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Secretary
Reference	ECFIN/COM/2026/2282
Application deadline	20.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Economic and Financial Affairs (ECFIN)
Unit	Unit E3 : Hungary, Slovenia
Place of assignment	Brussels
Grade range	SC 1/2
Domain *	Administrative and Secretarial Assistance
Contract type	Temporary Agent 2b

About us

The overall objective of Unit E.3 in DG ECFIN is to contribute to enhancing the economic performance of the Union through policy coordination and surveillance of the economies of Hungary and Slovenia.
The unit monitors, analyses and forecasts economic and budgetary developments in these Member States in the context of the Stability and Growth Pact, the Macroeconomic Imbalances Procedure and the European Semester and develops policy guidance and recommendations. In addition, the unit monitors the monetary policy in Hungary and the progress toward the fulfilment of convergence criteria for the adoption of the euro. In carrying out these tasks, the unit engages in analytical work on policy-relevant economic issues and outreach in terms of publications, seminars, workshops and conferences. The unit also acts in close cooperation with the Recovery and Resilience Task Force (SG REFORM) to support these two Member States in the design and implementation of their national recovery and resilience plans. It also monitors and assesses these Member States' progress towards delivering the reforms and investments contained in these plans. Unit E.3 works closely with the other country- and horizontal units of DG ECFIN, Commission services, national authorities and other EU and international institutions to carry out its responsibilities. The unit also engages with stakeholders and social partners in the Member States.

We propose

Unit E.3 offers a friendly and dynamic working environment within a motivated team of about 20 colleagues. The selected candidate will work at the heart of the Unit: s/he will act as secretary/assistant to the Head of Unit and support other Units.
members as necessary. The secretary is in charge of:
- providing secretarial support to the Head of Unit and assisting him/her in administrative and organisational matters;
- keeping track of all pending requests in the unit and ensuring the respect of deadlines that have been set for the unit;
- organising meetings and missions (including travel arrangements) for the unit;
- human resource issues such as leaves and presences or selection procedures;
- information management including distribution of information and messages within the unit and archiving.

For an interested candidate, there will be scope for developing the task description deeper (e.g. planning work) and opportunities to become more directly involved in specific processes or projects with other unit members.
Back-up arrangements are organised at the level of the directorate.

We look for

We look for a motivated person with excellent secretarial, organisation and planning skills (and who is keen to develop his/her skills further) and strong team spirit. The successful candidate should be ready to participate fully in the life of the unit, to follow the history and context of files and to take pro-active measures where necessary to ensure the timely and smooth operation of administrative matters in the unit. Knowledge of the IT tools (Outlook, Word, PowerPoint, Excel, SharePoint, Teams) and video-conferencing tools are assets in the job
The unit's working language is English; good working knowledge of English.

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 ECFIN-E.3-RECRUITMENT@ec.europa.eu indicating the selection reference in the subject.
ECFIN/COM/2026/2282

No applications will be accepted after the publication deadline.

Eligibility

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