VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	SECRETARY - TO THE HEAD OF UNIT and TO THE UNIT
Reference	**TRADE/COM/2026/2243**
Application deadline	25.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Directorate-general Trade and Economic Security
Unit	TRADE.C.3 - Bilateral Relations in Trade and Sustainable Development; Generalised Scheme of Preferences
Place of assignment	Brussels
Grade range	SC1-SC2
Domain *	Support staff
Contract type	Temporary Agent 2b

We are

DG Trade and Economic Security has the task of conducting the EU trade policy, one of the exclusive competences of the EU. Trade policy plays a critical role in building global partnerships, enhancing the EU's economic competitiveness, and defending the EU from unfair trade practices and threats to its economic security.

The mission of Unit TRADE.C.3 - Bilateral Relations in Trade and Sustainable Development; Generalised Scheme of Preferences - is twofold: a) to ensure that EU trade policy contributes to the objective of sustainable development in its social, environmental and climate dimensions and b) to administrate the European Union's Generalised Scheme of Preferences (GSP) which benefits vulnerable developing countries worldwide.

The Unit is in charge of coordination, negotiation and implementation of Trade and Sustainable Development (TSD) provisions in the European Union's bilateral trade and investment agreements. It ensures TSD policy development, implementation, and coherence in bilateral trade relations.

The Unit administrates the GSP Regulation which removes import duties from products coming into the EU market from Least Developed Countries, low-income countries, and lower middle-income countries. This includes policy development, legislation and implementation, including monitoring on the ground.

The Unit works closely with other EU-institutions and bodies, international organisations, third country governments, as well as with social partners and civil society organisations inside and outside of the EU.

We propose

We propose an interesting position, with varied tasks in a pleasant and cooperative working environment with an excellent team spirit.

Working in the unit's two-person secretariat, the successful candidate will support the administration of the unit and carry out logistical tasks. This will involve everyday secretarial responsibilities such as handling external contacts, preparation and organisation of meetings and missions, document management and monitoring deadlines. S/he will take care of the administrative handling of briefings, inter-service consultations, access to document requests, parliamentary questions and similar procedures.

S/he will also assist the policy officers with the standard ARES procedures in relation to the handling of notes, letters, reports and other correspondence.

Secretaries in the unit and in the other units of the directorate are co-ordinating with each other as a team. The successful candidate may also be asked to occasionally replace other secretaries as well as the Director's secretary in case of short-term absences.

We look for

We are looking for a dynamic and well organised secretary capable of working as part of a team and independently. The successful candidate should have a high sense of initiative, responsibility, and discretion, and excellent interpersonal and organisational skills. Readiness to learn new things would be appreciated.

The candidate should have very good written and oral communication skills in English. Good knowledge of French will be an asset. She/he should have practical knowledge of the Commission's administrative procedures and IT tools (ARES, MIPS, SYSPER, BASIS, DECIDE, V-PASS etc.).

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 TRADE-C3@ec.europa.eu indicating the selection reference TRADE/COM/2026/2243 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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