



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Secretary
Reference	MARE/COM/2026/1910
Application deadline	10.11.2026 - 12.00 (Brussels time)
Directorate-General	Directorate-General of Maritime Affairs and Fisheries
Unit	MARE.C.1 Fisheries Management Atlantic, North Sea, Baltic Sea
Place of assignment	Brussels
Grade range	AST SC1-AST SC2
Domain	Fisheries and Maritime Affairs, Support staff
Contract type	Temporary Agent 2b

About us ("We are")

DG Maritime Affairs and Fisheries (DG MARE) aims to develop the potential of the European maritime economy and to secure sustainable fisheries and aquaculture, a stable supply of seafood, healthy seas, and prosperous coastal communities – for today's Europeans and for future generations. We develop and implement the Common Fisheries Policy and promote an integrated approach to all maritime policies, in full alignment with and direct support to the European Green Deal.

DG MARE has around 380 staff, distributed over 5 Directorates and 21 Units. The wide variety of responsibilities creates an interesting and challenging working environment. Hierarchical circuits are short and working efforts translate into tangible results with a direct impact on the ground and on stakeholders.

Unit MARE/C/1 "Fisheries management Atlantic/Skagerrak/Baltic Sea" is responsible for ensuring a sustainable fisheries management. The Unit currently has 11 people and is part of the Directorate responsible for fisheries policy in the Atlantic/North Sea/Baltic and outermost regions (MARE/C).



About the role (“We propose”)

We propose an interesting post of unit secretary in a small and friendly unit. The job includes a wide range of administrative and secretarial support tasks, involving management of incoming and outgoing documents, interservice consultations, preparation of meetings and missions, coordinating briefings, monitoring of deadlines, contacts with EU delegations in third countries, international organisations, representatives of non-member countries in Brussels, non-governmental organisations, etc.

The colleague will support the teams working on fishing opportunities, on conservation and on international issues and will contribute, where appropriate, with drafting and reviewing documents, monitoring progress and deadlines, preparing reports of the meetings.

Qualifications, experience and skills (“We look for”)

We seek a motivated, responsible, dynamic, well-organised and proactive secretary to work as part of a team directly attached to the Head of Unit and the Deputy Head of Unit. The ideal candidate should have a strong sense of responsibility, good planning and communication skills, drafting skills, be attentive to details and able to prioritise tasks. He/she should have good digital skills and experience using digital tools. A good command of English is required. The ideal candidate should have experience in the field of assistant/administrative work is of at least 5 years.

A knowledge of the main Commission applications and procedures (Word, Outlook, DECIDE, ARES, MIPS, BASIS, MIRA) will be considered as an asset. Knowledge of French and/or German will be considered as 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 MARE-C1@ec.europa.eu indicating the selection reference MARE/COM/2026/1910 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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