



VACANCY NOTICE - CONTRACT AGENT

Job title	SECRETARY to the Head of Unit and audit teams
Reference	EC-2026-EMPL-392363
Application deadline	10.11.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	DG Employment, Social Affairs and Inclusion
Unit	Joint Audit Directorate for Cohesion, DAC.3
Place of assignment	Brussels
Domain*	Employment – Cohesion – External Audit
Contract type and Function Group	Contract Agent 3b FG II

*please use one of the standardised domains that can be found [here](#)

About us

The Joint Audit Directorate for Cohesion (Direction d'audit de la Cohésion - DAC) provides assurance and audit results to both Directors-General - of DG EMPL and DG REGIO - for all funds under Cohesion policy as well as indirect and direct management. The DAC is entrusted to test the effectiveness of management and control systems, ensure the respect of applicable rules for all programmes. These are key factors that will contribute to the success and good reputation of the Funds.

The successful candidate will be part of the DAC Directorate, while remaining on a functional post in EMPL. The DAC unit (DAC3), to which the successful candidate chosen will be assigned, is an operational unit of around 20 staff. It is divided into two audit teams and enjoys a dynamic and stimulating working environment as well as a strong team spirit. DAC.3 is in charge of auditing European Structural and Investment Funds (ERD, CF, ESF, FEAD) in Austria, Belgium, Germany, Lithuania and the Netherlands.

About the role

We propose an interesting and rewarding job as secretary to the Head of Unit and audit teams in a dynamic and friendly audit unit. We are looking for a motivated colleague to assist the Head of Unit in the different organisational, monitoring and management tasks of the unit. The new colleague will work within a team of two secretaries to provide administrative support to the unit, including:

- ensuring the timely attribution of incoming mail and the preparation of e-signatories and their follow-up for registration and transmission of outgoing mail;
- planning and encoding of mission orders and expense statements;
- organising internal and external meetings both physical and online;



- managing translation requests;
- managing the unit's file list and storage plan and implementing retention and preservation rules;
- assisting the Head of Unit and unit management team with the monitoring of audit tasks and deadlines using the appropriate management IT tools;
- supporting the Head of Unit with the administration of recruitment procedures and processes and managing administrative and IT arrangements relating to the recruitment and arrival of new colleagues.

Qualifications, experience and skills

We look for a confident, well-organised and reliable colleague with good communication skills. The successful candidate will be flexible and service-minded with a strong sense of initiative and responsibility, able to work autonomously as well as part of the team. A positive attitude and an eye for detail are also essential. A good knowledge of IT tools such as Teams, Excel and Word is essential. A good understanding of the administrative procedures of the Commission and of the Commission IT tools would be an asset.

A good command of English is important. A good working knowledge of French and/or other EU languages, in particular German, would be an advantage.

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 EC-DAC3-SECRETARIAT@ec.europa.eu indicating the selection reference EC-2026-EMPL-392363

Eligibility

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