VACANCY NOTICE FOR A TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Secretary**
Reference	**SANTE/COM/2026/2363**
Application deadline	03.12.2026- 12.00 (Midday, Brussels time)
Directorate-General (full name)	**Directorate-General for Health and Food Safety (DG SANTE)**
Unit	SANTE.D.3 - Medical Devices
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	SUPPORT STAFF
Contract type	Temporary Agent 2b

About us ("We are")

DG Health and Food Safety (DG SANTE) promotes actions that improve access to healthcare, safe food to eat, and protection against epidemics and diseases. Its goal is to build and maintain Europe's high standards on animal and plant health, as well as the most affordable, accessible, and high-quality health systems to deliver on these expectations.

Unit D3 "Medical devices" is in charge of the implementation and ongoing revision of the regulatory framework for medical devices (MDR) and in-vitro diagnostic medical devices (IVDR), with the aim to ensure a high level of patient safety, support innovation and enhance EU competitiveness.

The Commission's simplification proposal of the MDR/IVDR has been adopted in December 2025 and is currently undergoing the co-decision procedure with the European Parliament and Council. The current regulatory framework was adopted in 2017 to modernise the sector, but its implementation and its evaluation showed a number of shortcomings. The proposed revision follows calls from the wider medical technology community and reflects the broader simplification agenda of the Commission.

The unit is a supportive and motivated team of 24 colleagues that promotes a culture of mutual appreciation and teamwork.



About the role ("We propose")

If several positions are advertised for similar job profiles, please add the number of vacant jobs. *The position[s] will consist of [explain sufficiently in detail]:*

We offer a position of secretary in a team of highly motivated and committed colleagues working in a very friendly and stimulating atmosphere.

The job holder will provide administrative support to the Unit by means of carrying out the following tasks:

- monitoring and follow up of administrative workflows and deadlines;
- supporting logistical arrangements;
- record incoming and outgoing correspondence in ARES and follow up, timely attribution and follow-up of tasks/mail;
- managing Unit functional mailboxes;
- supporting financial matters (e.g. draft administrative budget, commitments and signatures of contracts, …);
- supporting preparation of interservice consultations via DECIDE and other admin and legal procedures;
- management of translation requests;
- organisation and follow up of internal and external meetings;
- preparation of mission orders and expense claims using the relevant software;
- supporting and coordinating the responses to access to documents requests;
- providing general assistance and participation in the daily work of the unit;
- supporting communications with Member States and stakeholders via CIRCABC.

Qualifications, experience and skills ("We look for")

(set criteria in terms of education, professional experience and personal qualities that the ideal applicant should have):

We are looking for a dynamic and motivated colleague, with a service-oriented attitude, who is a team player, likes to handle a portfolio of tasks in cooperation with other assistants and can be able to work independently providing its individual contribution to joint achievements.

The ideal candidate should have the following abilities: good coordination and organization skills, good sense of initiative, good knowledge of the Commission working procedures and all related IT working tools such as Ares, AGM, Decide, BASIS, Poetry, MIPS, CIRCABC, EASE, WebDOR and MIRA, etc.

Adequate IT skills and fluency in English are required, both orally and in writing. Good knowledge of French and other Union languages would be a clear 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 SANTE-HR-PUBLICATIONS@ec.europa.eu indicating the selection reference **SANTE/COM/2026/2363** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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

Please note that due to the large volume of applications we may receive, only candidates selected for the next step of the selection phase will be notified