



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Secretary to the Head of Unit
Reference	ECHO/COM/2026/2227
Application deadline	29.10.2026 - 12.00 (Brussels time)
Directorate-General (full name)	
Unit	DG ECHO E1, Security and Legal Affairs
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain	Crisis management and internal security
Contract type	Temporary Agent 2b
The mission of the Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) is to provide essential humanitarian aid and European civil protection operations during times of crisis and emergencies. Unit E.1. ensures and contributes to the development of a coherent, transparent and reliable legal framework for Civil Protection and EU Humanitarian Aid. It also provides appropriate security management and support capacities to the staff of the DG. The unit also leads the data protection team and DG ECHO's Data Protection Coordinator (DPC) is part of this unit. The Secretary to the Head of Unit plays an important role in the efficient running of the Unit, from the management of external engagements to the smooth running of the Unit's work, in line with DG ECHO procedures and processes.	
About the role	
Unit E1 of DG ECHO is seeking to hire one Secretary to the Head of Unit. The position will consist of the provision of organisational administrative support to the Head of Unit and to the Unit in the coordination of the activities, and more specifically in the follow-up of internal procedures, communication actions, information and document management, organisation of meetings, personnel administration and / or logistic needs. OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - Coordinate and contribute to administrative quality checks on files for signature. - Record and route incoming correspondence, finalise and transmit outgoing correspondence, using archiving software (Ares) whenever necessary and ensure follow up and respect of deadlines. - Help to prepare briefing files. - Check the layout and presentation of the documents sent for approval to the Head of Unit (EUROLOOK) and ensure a quality control of the signataires. - Co-ordinate the storage, reproduction, translation, circulation and retrieval of documents,	



making sure that they are filed and secured in accordance with the regulations in force.

COMMUNICATION and PUBLICATION

- Assist in welcoming and informing outside visitors in accordance with security regulations.
- Facilitate the internal communication within the unit by forwarding relevant emails to the team.
- Contribute proactively with suggestions to upgrade the organisation of the Unit and ensure mutual support and sharing of expertise within the secretariat team.
- Participate in existing networks aiming at the exchange of best practices and information (e.g. Secretary Network).

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide support to the staff: organisation of arrivals/departures, mentor other secretaries, support for travel arrangements, inform staff of related procedures.
- Take, transcribe and prepare notes, minutes, routine correspondence, presentations, track deadlines and attribute the inter-service consultations and briefings.
- Handle appointments, documentation and follow up management meetings.
- Provide assistance with the management of the unit by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar.
- Assist in the monitoring of procedures relating to personnel rights (leave, absences,...); creation of draft job descriptions and draft vacancy notices in Sysper
- Ensure that space, infrastructure, office supplies, inventoried goods and other logistics needs of the office are covered.

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Follow up administrative arrangements relating to the recruitment and arrival of new staff.
- Manage information and procedures on missions, holidays, leave and absence records and similar personnel administration formalities.

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide support for the organisation, budgetary requests and reporting of meetings, including reservation of rooms, checking / sending agenda, compilation of handouts, reception and security arrangements and follow-up of minutes.

Qualifications, experience and skills

We are looking for a motivated and reliable colleague with a strong sense of organisation, attention to detail and the ability to work on a broad range of tasks in a structured and timely manner.

The ideal candidate should have:

- An experience of at least 2 years in administrative assistance;
- Experience in handling financial and budgetary follow-up;
- Good command of relevant corporate IT tools and databases, in particular document management, financial and workflow systems (such as ARES and SUMMA), and collaborative platforms;
- Ability to work both independently and as part of a team, showing initiative, discretion



- and a service-oriented approach;
• Very good command of written and spoken English, knowledge of French will be 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 echo-e1-applications@ec.europa.eu indicating the selection reference ECHO/COM/2026/2227 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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