



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- **temporary agents** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **contract agents** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Secretary

in DG NEAR of the European Commission

Job title*: Secretary

Domain:** PRE-ACCESSION and ENLARGEMENT / BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Where: Unit R.5 – Contracts and Finance Enlargement

Function Group: FG II

Contract Type: 3b

Express your interest until: 13/03/2024 - 12.00 (Brussels time)

WE ARE

The mission of DG NEAR is to take forward the EU's neighbourhood and enlargement policies, as well as coordinating relations with EEA-EFTA countries insofar as Commission policies are concerned. DG NEAR works closely with the European External Action Service and the line DGs in charge of thematic priorities, and manages the bulk of the Union's financial and technical assistance to the neighbourhood and enlargement countries.

The mission of Directorate R is to support the operation of the DG by:

- helping it to make the best use of its human, financial and technical resources;
- ensuring that the internal organisation of the DG is in line with the overall political priorities;
- finding ways to improve its internal management;
- the Internal Control Coordinator (ICC) of DG NEAR supports and co-ordinates the Internal Control; systems, including the Risk Management processes;
- acting as a partner of the organisation and its staff members

More specifically, **R5 unit's overall objective** is to ensure sound financial management of operations, the clearance-of accounts of financial assistance programmes, as well as the operational follow-up of the pre-accession assistance to Croatia. The Unit acts as AOSD for payments, recoveries and closures.

WE PROPOSE

We offer you an interesting and varied job being part of a friendly working environment in the Secretariat to the Head of Unit and the Unit.

The main tasks include the management and follow-up of the Head of Unit's agenda, following-up incoming and outgoing mail, coordinate and monitoring various actions and deadlines such as replies to notes and contributions to briefings, organising missions and meetings, drafting routine correspondence for the Head of Unit's signature, filtering telephone calls, document management, archiving, ensuring the circulation of documents to the Unit etc. You would also give secretarial assistance to other members of the Unit.



You will also assist the Head of Unit in the monitoring and organisation of the Unit on human resource matters, such as validation of timesheets, sick leaves and holidays, validation of training applications, planning of holidays and back up and planning of missions.

Finally, you will be ensuring the procurement secretariat for tenders and calls for proposals, such as dispatching and receipt of documents such as contracts and addenda.

WE LOOK FOR

A dynamic and experienced Secretary with excellent secretarial, organisational, and quality control skills. The successful candidate must have the ability to prioritise work and deal with competing demands. He/she should be pro-active with a solutions-oriented attitude. Good interpersonal skills are essential.

The successful candidate should be immediately operational and efficiently contribute to the smooth running of the Unit's secretariat. A good knowledge of Commission procedures and IT tools is a strong asset. A good working knowledge of English is also required for this post. Knowledge of another Union language would be considered an asset.

The ideal candidate should have either at least 2 years of experience as an assistant/secretary.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile relevant for the vacancy (FGII).
2. You should send your documents in a single pdf in the following order:
 1. your CV
 2. motivation letter
 3. duly filled in application form.Please send these documents by the publication deadline to NEAR-HR-CA@ec.europa.eu indicating the call for interest reference EC-2024-NEAR-285045 in the subject.

Contact persons: Lucrezia VALENTE NEAR.R.1.HRC
Bettina KLAES NEAR.R.1.HRC

All questions related to the publication may be addressed to NEAR-HR-CA@ec.europa.eu

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a contract agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

³ Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this [address](#).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission.

➤ Type of contract and working conditions

The place of employment will be in **Brussels**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG II**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 years**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.



The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.