



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 - Assisting the Head of Unit and the Unit Directorate-General for Regional and Urban Policy (DG REGIO) of the European Commission

Selection reference: REGIO/COM/2023/3149

Domain: Support staff

Where: Unit REGIO.EMPL.DAC.7 - Coordination, relations with the Court of Auditors and OLAF, Brussels

Staff category and Function Group: Temporary agent 2b/2d – Administrative Agent / Secretary

Grade: AST/SC 1

Publication deadline: 27.03.2024 - 12.00 (Brussels time)

WE ARE

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 (Employment, Social Affairs and Inclusion) and DG REGIO - for all funds under their responsibility, namely under Cohesion policy as well as indirect and direct management. The DAC (in place since July 2021) is entrusted to test the effectiveness of management and control systems, ensure the respect of applicable rules for all multi-fund and mono-fund programmes and the legality and regularity of co-financed operations, verify effective anti-fraud and anti-corruption procedures and the absence of conflict of interest in programme implementation, and check the reliability of reported performance data. These are key factors that will contribute to the success and good reputation of the Funds.

Unit DAC.7 is a single audit coordination unit for both DGs. The core mission is the methodological support on audit matters to the operational audit units of the DAC and the Member States' audit authorities. Moreover, it includes the high-level reporting on audit activities of the DAC (including the contribution on audit assurance to the Annual Activity Reports of the two DGs), the relations with the European Court of Auditors on assurance and performance, and the discussion of its audit findings in the European Parliament and the Council of the EU, including for the Discharge process. The unit also deals with matters of anti-fraud and relations with European Anti-Fraud Office (OLAF) and European Public Prosecutor's Office (EPPO). Colleagues entertain close and dynamic working relations with all the DAC units, the other units in EMPL and REGIO, with the other DGs, other EU institutions and Member State authorities.

WE PROPOSE

Unit DAC.7 of DG REGIO/EMPL is seeking to hire a secretary.

We offer an interesting position of secretary providing support to the unit and the head of unit. The new colleague will:

- provide administrative assistance to the Head of Unit and to all the members of the unit
- manage multiple functional mailboxes by prioritising the incoming requests and attribute them to the relevant member of the unit making sure that a follow-up is given in due time

(Selection reference REGIO/COM/2023/3149)



- prepare, register and attribute incoming and outgoing documents in ARES
- quality check of the outgoing documents in Eurolook
- participate in the organisation of meetings with Member States authorities in Brussels and in the Member States
- responsible for translation requests
- set-up the mission budget and help preparing the missions (MIPS+ and NEO)
- briefing coordination for the DAC Directorate (BASIS)
- attribution of the Interservice consultations and follow-up of the replies in DECIDE
- assist the Head of Unit in the administrative support for human resources management inside the unit, including preparation of procedures for the recruitment of staff, welcoming new colleagues, change of functions / hand-over, organisation of team events and other
- IT assistance for the members of the unit
- help setting-up meetings at the request of the Head of Unit or other members of the unit, send invitations, share documents, take minutes if need be.

WE LOOK FOR

We are looking for a proactive, motivated and committed secretary who would like to be part of a dynamic and friendly team. Very good knowledge of EC administrative tools (particularly ARES, Basis and MIPS+) will be an asset.

The candidate should demonstrate the following skills and knowledge:

- written and spoken fluency in English is a requirement, some French and any other languages would be an asset
- very good organisational skills
- very good communication skills
- excellent prioritisation and problem-solving abilities
- strong sense of initiative and responsibility
- collaborative team player
- reliability and flexibility.



HOW TO EXPRESS YOUR INTEREST?

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 EC-DAC7-SECRETARIAT@ec.europa.eu indicating the selection reference **REGIO/COM/2023/3149** in the subject.

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 temporary 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 post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least either a level of post-secondary education attested by a diploma, or 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. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

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

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).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase 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 supply documentary evidence in support of the statements made in their application.

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**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST/SC.**

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. 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\(2013\)9049](#) on policies for the engagement and use of temporary 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.