



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

DG BUDG of the European Commission

Selection reference: BUDG/COM/2024/763

Domain: BUDGET and FINANCE (External Policies)

Where: Unit BUDG.A.4 - External policies, Brussels

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

Grade: SC1-SC2

Publication deadline: 26.04.2024 - 12.00 (Brussels time)

WE ARE

DG BUDGET is the central service responsible for budgetary matters, playing a crucial role in the functioning of the Commission.

BUDG A4 'External Policies', a small unit composed of 13 colleagues, plays a leading role within the Commission in the budgetary field on a variety of issues such as:

- negotiating the annual budget with the Commission services that implement EU external policies (e.g. Ukraine, development aid and partnerships, humanitarian aid, pre-accession assistance, crisis response, common and foreign security policy);
- following up the process leading to the adoption of the annual budget by Parliament and Council;
- following up the effective implementation of the budget;
- facilitating the execution of the voted budget;
- providing budgetary expertise advice to Relex DGs ("relations extérieures");
- providing opinions on and input to new proposals, including emergency and high political priorities, and to ISCs;
- contributing to reflections on the future design of possible future multiannual financial framework.

We have a wide range of contacts with horizontal and sectoral services as well as with the European Parliament and the Council. The members of the team have a high visibility with other services as well as with senior management in the DG.

WE PROPOSE

Unit A4 of DG BUDG is seeking to hire one secretary.

If you are service-oriented, have great organisation and coordination skills, and if you like to take responsibility and you would like to grow in the job beyond the administrative tasks, this job could be the perfect fit for you. In this position, you would support the work of the Head of Unit as well as of the entire team. The position also includes facilitating the work of the entire unit, such as:

- monitor deadlines and keeping the team agenda/calendars updated;

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- apply the document management rules;
- keep documents and folders well organised and all communication timely delivered to the external parties;
- organising meetings;
- manage contributions to inter-service consultations using Decide tools;
- management of the HR needs in the unit (leave request, planning holiday, etc.) and liaison with the HR department (recruitment procedures, trainees, etc.);
- preparation and follow-up of meetings;
- Back-up of BUDG.A3 (Internal policies) assistant in case of absence.

If selected, you are guaranteed a stimulating and varied job content in a fast-moving unit where priorities can change quickly. This is an interesting position thanks to its variety of tasks and its degree of autonomy. This is also a great opportunity to further enlarge your knowledge and skills. Working alongside friendly and dedicated colleagues, you will be supported by a Head of Unit and colleagues who enjoy an excellent working atmosphere where professionalism, trust and good humour are amongst our primary values.

WE LOOK OR

We are looking for a secretary.

The ideal profile is a person with proven organizational and planning skills. The person should have preferably an experience of secretarial nature – at least 3 years. The candidate has to be proactive, dynamic, able to take initiative and be able to work autonomously. S/he should also be able to support proactively the good functioning of the unit. The candidate is expected to have good computer skills (Word, Excel, Powerpoint, Outlook, Teams). Being familiar with Sysper2, MIPS, DECIDE, Basis and document management would be an asset. Good knowledge of English and French is required and further knowledge of other languages would be an advantage.

More generally, we are looking for a colleague who has a pronounced sense of responsibility and a strong commitment to maintaining high standards of service and business continuity. The person would ideally become a key pillar of the team quickly.

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 Marek.NOHEJL@ec.europa.eu indicating the selection reference BUDG/COM/2024/763 in the subject.

No applications will be accepted after the publication deadline.



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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.