



## **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](https://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 HOME of the European Commission

**Job title:** Secretary

**Domain:** Administrative assistance

**Where:** Unit [HOME.E.4](#) "Union actions and Procurement", Brussels

**Function Group:** FG II

**Contract Type:** 3b

**Express your interest until:** 31-07-2024 - 12:00 (Brussels time)

#### WE ARE

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The mission of unit E4 is to implement the policies in Migration and Home Affairs by providing EU funding to concrete transnational actions. The unit manages the implementation of Union actions, which are actions of a transnational nature or of particular interest to the Union (EU wide networks, cooperation projects, studies and events), in direct and indirect management, under the Asylum Migration and Integration Fund and the Internal Security Fund. E4 also manages actions under the Drugs strand of the Justice Programme.

Unit E4 is responsible for

- (1) providing input and feedback for the design of the annual work programmes for Union actions;
- (2) carrying out the operational initiation and verification for the implementation of these programmes, with other units being responsible for financial initiation and verification;
- (3) managing the actions by launching call for proposals and call for tenders, overseeing the relevant selection and award procedures, preparing contracts, grant agreements and contribution agreements, monitoring the implementation of the individual projects, studies or initiatives, evaluating the final reports and calculating the payments to be made; and
- (4) reporting on the actions and disseminating results.

Unit E4 also assists units in the DG and other DGs through a central procurement team to deliver on studies, events and other services.

#### WE PROPOSE

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HOME.E4 is seeking to hire a secretary.

The new colleague will be part of the three persons secretarial team of the unit. This team is shared with the budget unit (HOME.E5), with whom we have daily working relations. The secretaries share the work to ensure a smooth administrative management of the two units:



Efficient document management (registration, filing, dispatching and sending incoming and outgoing correspondence) and respect of deadlines imposed by the budgetary rules as well as by the political needs (e.g. request for briefings or replies to interservice consultations). The secretariat also ensures a smooth management of the human resources of the units (supporting staff for the preparation of business trips, ensuring good registration of working time and leave requests, organisation of social events in the units).

Within this team, the new colleague will be responsible of maintaining a modern and efficient document management system applicable for both units HOME.E4 and HOME.E5. Such document management system aims at keeping good track of all contractual documents, but also at sharing efficiently the knowledge needed to ensure harmonisation of procedures.

The units are managing a significant number of transactions and documents. We plan to move to the full use of MS 365 suite, which is a challenging and stimulating task to achieve a streamlined document management system.

The successful candidate will help the teams meeting the challenges of supporting the policy activities in a very busy area, by moving to more modern tools and ensure availability of documents and knowledge at any time.

We offer flexible working hours for and fully support a satisfying work-life balance, however permanent part-time work patterns would be difficult to sustain in view of the workload.

## **WE LOOK FOR**

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We are looking for an enthusiastic colleague with team spirit, accuracy, good organisation skills and ability to priorities and deliver also in cases of urgencies. S(he) should be flexible, open-minded, able to work independently and in a team and be solution oriented.

S(he) should have a solid experience in secretarial work, particularly on the field of document management. A very good knowledge of Commission's software systems (ARES, BASIS, MIPS, Syper, EU Learn, Webdor, Cares) as well as a Knowledge of Decide, e-Grefe, Legiswrite, Poetry would be an advantage.

S(he) should have a thorough knowledge of Excel and be highly familiar with MS 365 tools (Sharepoint, Teams).

Experience with ABAC would be an advantage.

Linguistic skills: thorough knowledge of English and a satisfactory knowledge of French. Knowledge of other EU language is an advantage.

## **HOW TO EXPRESS YOUR INTEREST?**

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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 that best suits your education and experience.
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 [HOME-NOTIFICATIONS-E4@ec.europa.eu](mailto:HOME-NOTIFICATIONS-E4@ec.europa.eu) indicating the call for interest reference EC-2024-HOME-275143 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 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 EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> 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 database<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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<sup>1</sup> 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).

<sup>2</sup> 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>).



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.

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



## 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 year**. 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.