



## **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 Affairs and Migration of the European Commission

**Job title:** Secretary

**Domain:** Crisis Management and Internal Security

**Where:** Unit HOME.D.5 - „Organised Crime and Drugs“, Brussels

**Function Group:** FG II

**Contract Type:** 3b

**Express your interest until:** 01.08.2024 - 12.00 (Brussels time)

### WE ARE

Unit HOME.D.5 “Organised Crime and Drugs” of DG Home Affairs and Migration is the lead unit in the fight against organised crime and drugs trafficking, responsible for the overall policy development and implementation in these domains, and working directly with the EU Anti-Trafficking Coordinator for the fight against trafficking in human beings.

Our mission is to contribute to the development of the Security Union by formulating and implementing policies to prevent and combat serious and organised crime. These include fields such as drug trafficking, financial and economic crimes, targeting of high risk criminal networks, illicit trafficking in cultural goods and environmental crime. The unit oversees international cooperation on drugs and manages EU representation in relevant international organisations. The Unit is also in charge of the European Drugs Agency (EUDA) and the Civil Society Forum on Drugs.

We are a dynamic unit consisting of 20 colleagues, with a positive working atmosphere and team spirit. The Unit is organized in three teams working on: Organised Crime, Drugs Policy and Trafficking in Human Beings. We pride ourselves on fostering a collaborative and dynamic work environment where everyone’s contributions are valued.

### WE PROPOSE

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Unit [HOME.D.5](#) is seeking to fill the position of Secretary in an open and welcoming team, which values strongly teamwork and a collegial approach. The successful candidate will play a vital role in a dynamic secretariat (acting in liaison with another colleague), providing administrative and organisational support to the Head of Unit and members of the Organised Crime team.

Tasks include:

- Diary management and forward planning;
- Managing incoming and outgoing mail (including the functional Mailboxes) and phone calls;
- Preparation of travel arrangements for the Head of Unit, where necessary;
- as part of a secretariat team of two, manage the unit's daily workflow (incoming tasks,



briefing and other input requests, meetings, invitations,) with a view to ensuring compliance with deadlines e.g. for briefings, parliamentary questions, registration and handling of incoming and outgoing mail requests and providing support to staff on legislative and non-legislative procedures.

- Keeping track of staff availability (office presence, leave planning, missions and other absences, flexitime and training, etc.), and helping with recruitment, mentoring new staff and replacement of staff;

The work is engaging and varied, and the post offers an excellent opportunity for a candidate with good planning and organisational skills to contribute to a key area of Commission policy. Be part of a supportive and inclusive team that values collaboration and respect.

## **WE LOOK FOR**

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We are looking for an enthusiastic and motivated colleague with good planning skills, sense of responsibility, an eye for detail and the ability to prioritise tasks, able to provide efficient support for the smooth running of the secretariat and the unit.

An ideal candidate should

- be client-oriented, forward-looking, and be interested in helping team members in their daily work.
  - demonstrate a high degree of service attitude and discretion, and the ability to handle confidential matters.
  - be able to work in close partnership with the Head of Unit and his/her colleague in the secretariat.
  - Have good organisational and coordination skills.
  - have a very good command of English. Knowledge of French would be an asset.
  - Prior experience working as a secretary would be an advantage, as would be knowledge of Commission IT management tools.
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## **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 [jo.de-cock@ec.europa.eu](mailto:jo.de-cock@ec.europa.eu) indicating the call for interest reference EC-2024-HOME-453482 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.