



## **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, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

**We recruit from a wide range of backgrounds and actively promote diversity and inclusion:**

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.



We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.

To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden<sup>1</sup>. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

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 offers non-permanent positions.. 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](#)

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<sup>1</sup> Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



# Secretary

## in DG BUDG of the European Commission

**Job title:** Secretary

**Domain:** Administration

**Where:** Unit CRO – „Chief Risk Officer“, Brussels

**Function Group:** FG II

**Contract Type:** 3b

**Express your interest until:** 12/06/2025 – 18.00 (Brussels time)

### WE ARE

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The Chief Risk Officer (CRO) is an independent function, overseeing the financial risks from the Union's financial operations, such as the borrowing and debt management operations, assets under management operations, lending operations and budgetary guarantees. The function of the Chief Risk Officer was initially established on 14 April 2021 for borrowing, debt management and lending operations under NextGenerationEU. The Chief Risk Officer oversight was then extended to all EU financial operations.

The Union's financial operations have expanded significantly – in volume and scope – over the course of the present Multiannual Financial Framework. Loans, budgetary guarantees, and financing of EU policies through issuance of debt securities have been used on large scale to fund responses to emerging challenges and successive crises. The implementation of these financial operations may expose the Union to a variety of financial risks—including credit, market, liquidity, operational, reputational, compliance, and legal risks—which could have implications for the Union budget. The financial risks arising from the implementation of the Union's financial operations should be properly identified, mitigated, managed, and reported. The risk framework should be robust and provide a comprehensive, rigorous, and independent capacity for supervising the financial risks arising across all Union's financial operations undertaken. The framework should ensure that Union's financial operations should be conducted in a manner consistent with the highest standards of integrity and sound financial and risk management.

The Commission tasked the Chief Risk Officer as the second line of defence, with the development and implementation of the Commission's risk management framework (the 'framework'). Supported by a risk management unit, the CRO is responsible for ensuring robust governance, effective risk management and comprehensive oversight of the financial risks associated with the Union's financial operations. The CRO works in close cooperation with the Directorates-General responsible for the Union's financial operations, acting in their capacity as first line of defence. The CRO chairs the Risk and Compliance Committee, which supports the CRO developing the risk framework and the management of the financial risks arising from the Union's financial operations.

The CRO function is hosted by Directorate-General for Budget (DG BUDG), which is the central service of the European Commission responsible for the preparation and implementation of the



annual and multiannual budget of the European Union. It consists of about 600 staff and is made up of seven directorates based in Brussels and in Luxembourg. The staff members come from all EU countries with various professional expertise: accounting, economics, finance, business, programming, audit, law, communications, human resources, European administration, and other fields.

## **WE PROPOSE**

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The office of the Chief Risk Officer (CRO) is seeking to hire a Secretary to assist the CRO in the management and coordination of administrative tasks.

The tasks will primarily focus on:

- Maintain the CRO's agenda and coordinate all organisational aspects for meetings and conferences, including correspondence and preparation of files,
- Liaise on behalf of the CRO with the Cabinet and other senior members of the Commission,
- Support the CRO and the secretariat in the preparation of the meetings of the Risk and Compliance Committee, ensuring the smooth conduct of the meetings,
- Coordinate all aspects for online and hybrid meetings and conferences, including meeting room connections and bookings, and videoconferencing IT tools used at the European Commission (Microsoft Teams, Webex, etc.),
- Coordinate all organisational aspects of the missions of the CRO, coordinate the preparation of briefings for external meetings and missions,
- Oversee the document management of the CRO team, particularly on SharePoint and Ares,
- Coordinate the follow-up of the CRO work programme and day-to-day activities in cooperation with different teams,
- Provide HR support to the CRO team on ongoing HR issues, new recruitments and onboarding of new members of the team, knowledge of HR processes,
- Assist the CRO with the management and follow-up of incoming and outgoing correspondence, including management of the functional mailboxes of the team,
- Coordinate the management of the budget for the team, including expenses for the missions.

## **WE LOOK FOR**

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We are looking for a highly motivated, dynamic, proactive, and efficient secretary with proven excellent organisational, communication and interpersonal skills. The successful candidate must have the ability to prioritise work and deal with competing demands.

He/She must have sense of responsibility to ensure the respect of the procedures and deadlines.

The ideal candidate should have a strong team spirit but also the ability to work independently. Hence, he/she should be pro-active, able and willing to take initiatives and keen to solve problems and find solutions. It is also essential to show flexibility and adaptability to a changing environment.

He/She should be able to work effectively with colleagues in the team, and be willing to give a helping hand when needed. Our future colleague will be an excellent communicator.

She/he should also be able to coordinate work across different Directorates and services. Excellent



communication and inter-personal skills are key in facilitating constructive dialogue with colleagues across the Directorate general and the Commission.

### **Experience / qualifications:**

- Minimum 2 years of relevant working experience as a secretary, administrative assistant, or similar,
- Excellent written and oral communication skills in English is a requirement.
- Excellent computer skills (Word, Excel, Outlook, PowerPoint, Teams, SharePoint) are required for this post.
- A good knowledge of the Commission working procedures is essential. A good knowledge of Commission IT applications (e.g. Ares, Sysper, MIPS, Decide, BASIS) would be an advantage.

### **Languages:**

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

### **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. completed application form.Please send these documents by the publication deadline to [BUDG-MAILBOX-CRO@ec.europa.eu](mailto:BUDG-MAILBOX-CRO@ec.europa.eu) indicating the call for interest reference EC/2025/BUDG/464616 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>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</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>4</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>2</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>3</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/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.

## **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.

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<sup>4</sup> Therefore, candidates who did not pass already a CAST on the level Function Group [II], should register their profile at this [address](#).



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.