



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 GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout 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 Sweden¹. 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

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](#)

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



Secretary-Administration

Directorate-General Foreign Policy Instruments (DG FPI) of the European Commission

Selection reference: EC/2025/FPI/356135

Domain: External Relations

Where: Unit FPI.1 – Global and Transregional Threats and Challenges, Brussels

Function Group: FG II

Contract Type: Contract Agent 3(b)

Publication deadline: 15.10.2025 - 12.00 (noon, Brussels time)

WE ARE

FPI staff around the globe are proud of the work that they are achieving and have a strong sense of purpose and motivation. They take, and value, a high level of personal responsibility. A policy-driven approach, a focus on priorities, solutions and impact, combined with a welcoming and supporting atmosphere, are part of the service's corporate culture. The service promotes professionalism and teamwork, encourages commitment and promotes respect. It also seeks to embed trust and fairness while prioritising effective communication at all levels.

The Service reports directly to the High Representative / Vice-President (HR/VP). The Service works in close cooperation with the other Commission services, as well as with the European External Action Service (EEAS), both in headquarters and in delegations.

Within the Service for Foreign Policy Instruments, FPI.1 manages thematic actions in partner countries worldwide under NDICI-Global Europe (Neighbourhood, Development and International Cooperation Instrument), with a focus on capacity building and cooperation to address global and transregional threats and challenges.

The thematic scope of actions includes counter-terrorism and P/CVE (Preventing and Countering Violent Extremism), chemical, biological, radiological and nuclear (CBRN) risk mitigation, fight against organised crime (including environmental crime, the illicit trafficking of small and light weapons, drugs and other commodities), critical infrastructure protection (maritime security and cybersecurity), climate change and security, and security sector governance and reform.

The Unit manages the identification, preparation and implementation of actions under its responsibility, in coordination with the European External Action Service, Commission line DGs, Member States and relevant Member States' organisations, partner countries and, where appropriate, with other donors. The Unit acts as focal point for relations with UN and international organisations on global, transregional and emerging threats.



The size of the unit is 21 staff members with a majority of its staff in Headquarters. The post is available from 16 October 2025.

WE PROPOSE

We propose an attractive and challenging position as administrative support in a friendly and dynamic team, while serving also as part of a pool of specialist assistants for the Service as a whole. In addition to assisting with standard Commission procedures and tools (ARES, Decide, MIPS+, MS Office, Sysper, M365) for the unit, he/she would provide punctual assistance related to one or more specialised tasks that are common to several FPI units, e.g. but not exclusively, legislative coordination, briefing coordination, HR support, etc.

This is an excellent opportunity for a candidate looking to further develop specialised skills, who is keen to contribute to the EU's external action.

WE LOOK FOR

We look for a dynamic, reliable, well-organised secretary with a good team spirit, excellent planning and coordination skills to provide administrative support and with a willingness to take on more specialised tasks related to one or more of the following: legislative coordination, briefing coordination, HR support, etc. He/she should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility. He/she should be able to adjust to multiple tasks even under tight deadlines.

A positive and proactive attitude, very good writing and communication skills, solid inter-personal skills and a good judgement are also essential as well as, ideally, experience in a more specialised domain relevant to the needs of the Service or a keen willingness to learn. A good knowledge of standard Commission procedures and tools is an asset. The work also involves coordination with other units in FPI, with Commission line DGs and with the EEAS on EU policies relevant for FPI.1.

The candidate should have at least two years' experience in secretarial or related tasks. An excellent knowledge of English is essential, and a good knowledge of French is an asset.

The candidate/job holder must either be a holder of a valid security clearance up to the level of "SECRET UE/EU SECRET" or be willing to undergo the national security vetting procedure (in order to be allowed to perform their job).



HOW TO EXPRESS YOUR INTEREST?

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:
FPI-1-SELECTIONS@ec.europa.eu indicating the call for interest reference
EC/2025/FPI/356135 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 EU²
- AND have a satisfactory knowledge (minimum level B2)³ of a second official language of the EU, to the extent necessary for the performance of the duties.

² 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).

³ 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>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database⁴ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best 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.

⁴ 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. Candidates will be required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ 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 2 years**. Subject to the interest of the service, the contract may be renewed one or more times up to a maximum duration of 6 years.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [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.