



## **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 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](#)

---

<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 to the Head of Unit

## in DG RTD – European Commission

**Job title:** Secretary – to the Head of Unit

**Domain:** Operational, Administrative and Secretarial Assistance

**Where:** Unit RTD.D.1 – Combatting Diseases, Brussels

**Function Group:** FG II

**Contract Type:** 3b

**Express your interest until:** 24.10.2025 – 12.00 (noon, Brussels time)

### WE ARE

---

The Combatting Diseases Unit promotes the development of interventions to tackle both infectious and non-communicable diseases. The Unit develops and implements of Research and Innovation (R&I) policies and programmes, particularly under Horizon Europe, aimed at enhancing our understanding of diseases, enabling early diagnosis, advancing treatments and cures, and advancing disease control strategies.

Additionally, the Unit plays a key role in supporting the management of the Cancer Mission and its contribution to the Europe's Beating Cancer Plan.

The Unit is actively involved in large-scale European and global collaborative clinical research initiatives, partnering with research funding entities at both the EU level and internationally, including through the EU-Africa partnership on infectious diseases (EDCTP). It ensures alignment between R&I objectives and EU health policy goals, promotes the harmonization of research agendas and policies across Member States, and disseminates EU-funded R&I results to key stakeholders, thereby maximizing the uptake and impact of innovative solutions.

### WE PROPOSE

---

This administrative support position offers varied and meaningful responsibilities, along with opportunities for professional development and international collaboration. The role is based within a Unit of approximately 21 staff members and primarily involves supporting the Head of Unit and Deputy Head of Unit, as well as assisting with the implementation of the unit's activities. The selected candidate will join a team of three assistants and will share responsibilities collaboratively.



Main tasks include:

- Supporting the Head of Unit and Deputy Head of Unit in managing their agendas, handling stakeholder correspondence and coordinating requests for meetings;
- Following up in a timely manner on the Unit's contributions to inter-service consultations, parliamentary questions, briefing requests, and other requests from hierarchy;
- Managing the Unit's functional mailbox, handling incoming messages and ensuring efficient dissemination of information and follow up;
- Assisting HoU in HR tasks, including support in recruitment process of new staff;
- Providing administrative and logistical support for organisation of meetings (virtual, hybrid, on-site) This includes booking rooms, sending invitations, preparing documentation, registering visitors, ordering catering, processing payments for experts, and providing support with relevant IT conferencing tools such as TEAMS and Webex;
- Preparing the missions and processing mission expenses; managing an overview of the Unit's mission budget consumption;
- Occasionally preparing and following up procurement procedures and managing the process with relevant services;

## **WE LOOK FOR**

---

We are seeking a motivated colleague with a strong sense of initiative and responsibility. A successful candidate will be able to work independently as well as part of a friendly and dynamic team. The ideal candidate will be able to effectively prioritise their tasks, deliver under tight deadlines, and support other colleagues as needed. Being able to multi-task, while paying attention to detail is crucial. Solution-oriented attitude and communication skills are considered important. Given the nature of the job, discretion, strong service culture, interpersonal skills, as well as coordination abilities are key.

A sound knowledge of MS Office applications (Outlook, Word, Excel and PowerPoint) is essential and communication tools (TEAMS, WEBEX, ZOOM) are highly valuable. Knowledge of the Commission's administrative procedures and experience with EC tools (ARES, BASIS, MIPS+, AGM, SYSPER2, WEBDOR, ABAC) would be an advantage. Proficiency in English is necessary, while knowledge of French and/or other EU official languages would be an advantage.

## **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

[RTD-D1-CA-APPLICATIONS@ec.europa.eu](mailto:RTD-D1-CA-APPLICATIONS@ec.europa.eu) indicating the call for interest reference EC/2025/RTD/438806 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

---

<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://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 1 year**. 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).

Contract agents recruited in Function Group II must successfully complete a 9-month probationary period.

---

<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.