



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 – to the Head of Unit

Directorate-General Joint Research Centre (DG JRC) of the European Commission

Selection reference: JRC/COM/2025/2302

Domain: Science and Research

Where: Unit JRC.C.7 – „Energy Transition Insights for Policy“, Petten

Staff category and Function Group: Temporary agent 2d–Administrative agent

Grade range: AST/SC1-2

Publication deadline: 28.10.2025 – 12.00 (Brussels time)

WE ARE

As the science and knowledge service of the European Commission, the Joint Research Centre provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society. We provide anticipatory capacity, solid expertise and ability to propose and implement interdisciplinary research. The activities are carried out in collaboration with relevant Commission Services, national and international organisations and stakeholders. At the JRC we organise our work in portfolios which are the main building blocks of our multi-annual work programmes. The JRC is located in five Member States (Belgium, Germany, Italy, the Netherlands and Spain). More information about the JRC and its portfolios can be found at: https://joint-research-centre.ec.europa.eu/index_en

The current vacancy is in the Directorate for Energy, Mobility and Climate. Its mission is to provide support to EU policies and technology innovation related to:

- Energy – to ensure sustainable, safe, secure and efficient energy production, distribution and use
- Mobility – to foster sustainable and efficient mobility in Europe
- Climate – to provide scientific and technical analyses in support to integrated air quality, climate and related policies

Specifically, the vacancy is in unit JRC C.7, ‘Energy Transition Insights for Policy’. Its mission is to carry out energy research and analysis, making sense of trends, data and scientific evidence to support a just, competitive and resilient transition to a climate-neutral EU, focusing on innovation & competitiveness, the decarbonisation of industry and heating & cooling, supply chains, infrastructure planning, renewables integration and social aspects of the energy transition. We work closely with partners across the JRC and currently carry out administrative arrangements with eight policy DGs. We strive for outputs designed to meet policy needs, and we have an exceptional track record of impacts on energy, industrial, and research policy, as reflected consistently in the results of the PRIME exercise.

The post is located in Petten, the Netherlands, at the energy and health campus, where the team of 45 colleagues is based. A convenient bus service connects our offices to the cities of Alkmaar and Amsterdam while flexible working arrangements apply. Children of employees can attend the European School in Bergen.



WE PROPOSE

The Unit has a vacancy for a secretary, who will provide administrative and secretarial support to the Head of Unit and his deputy, and administrative support to the Unit.

The selected candidate will:

- Provide individualised assistance to the (deputy) Head of Unit in the management of daily operations, including managing agendas and appointments, correspondence, monitor absences of colleagues, updating job descriptions and objectives, and approving time declarations, via sub-delegation
- Support the Head of Unit with recruitment files
- Send (Unit) meeting invitations, and prepare meeting minutes and follow-up actions
- Support the Unit on administrative matters through sharing information, providing advice, provide training on administrative tools, making travel arrangements and participating in the onboarding of new colleagues
- Keep the Unit secretariat files organised
- Prepare expert pools, contracts and payment claims and act as OIA
- Manage the document related activities in the administrative entity, liaising with DMO and CAD; guide the Unit on document management and follow up the filing and archiving plan of the Unit
- Support the communication activities of the Unit

WE LOOK FOR

We look for a committed colleague to provide administrative and secretarial support to relatively large teams. We look for the following qualifications and competencies:

- Discretion and confidentiality to handle sensitive and confidential information with professionalism and discretion.
- Organisational and time management skills to prioritise tasks, manage multiple activities, meet deadlines and maintain a high level of productivity. Also maintain accurate and up-to-date records, files, and databases.
- Flexibility and adaptability to changing priorities, deadlines, and circumstances, while maintaining a positive and professional attitude.
- Attention to detail to ensure accuracy and quality in all tasks.
- Communication skills to effectively interact with the head of unit, colleagues, and external stakeholders.
- Technical skills, including proficiency in Microsoft Office, and software applications relevant to the unit's operations.
- Proactive approach to anticipating and resolving problems.
- Initiative and independence to take initiative, and make decisions when necessary, while also knowing when to seek guidance or input from the head of unit.
- Interpersonal skills to build and maintain effective working relationships with colleagues.
- Problem-solving skills to analyse problems, identify solutions, and implement them with minimal supervision.
- The ability to arrange travel, meetings, and appointments, as well as prepare itineraries, agendas, and other supporting materials.
- Basic knowledge of budgeting and financial management principles to assist with financial reporting.
- A commitment to ongoing learning and professional development to stay up-to-date with



changing procedures, and best practices.

- Calm under pressure, while maintaining a positive and professional attitude.
- Excellent command of English and a very good command of another official EU language is required.
- A job-related experience is considered an asset.



HOW TO EXPRESS YOUR INTEREST?

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 HR-JRC-PTT-SELECTION-RECRUITMENT@ec.europa.eu indicating the selection reference JRC/COM/2025/2302 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 temporary 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 post
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited for this position, you must have at least

- a level of post-secondary education attested by a diploma, or
- 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. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU²
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

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).



The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority³. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase 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 another language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

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 **Petten, the Netherlands**

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(d) of the [Conditions of Employment of Other Servants](#), in function groups AST/SC.**

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



➤ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2025\)4716](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

The duration of the **1st contract will be of 1 to 4 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service, in accordance with [Commission Decision C\(2025\)4716](#) on policies for the engagement and use of temporary 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.