



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

Directorate-General Migration and Home Affairs (DG HOME) of the European Commission

Selection reference: HOME/COM/2025/2057

Domain: Support Staff

Where: Unit HOME.C.4 – “Migration Management Response and Counter-Smuggling”, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 22.10.2025 - 12.00 (Brussels time)

WE ARE

The mission of unit C4 is to provide the operational response to migration management in the Mediterranean by supporting national authorities in Italy, Malta, Cyprus and Spain in handling the migration flows on their territory at all stages, in coordination with EU Agencies, international organisations and relevant actors on the ground. This includes assisting the competent authorities in setting up adequate first and second line reception structures at the relevant level, implementing relocation decisions and other distribution mechanisms, ensuring effective asylum and return procedures, improving border management, protecting unaccompanied minors and other vulnerable groups and promoting integration policies for legally residing third country nationals. Moreover, in Italy, the Unit monitors specifically the implementation of the "hotspot" approach, as defined in the Regulation on the European Border and Coast Guard, including the modalities of cooperation at the hotspot areas and the coordination of the activities of the various players involved. In the Member States covered, unit C4 provides appropriate reporting, analysis and evaluation of the migratory situation and the migration management support provided.

C4 is responsible for the policy and legislative framework addressing countering migrant smuggling, which forms part of a comprehensive EU migration policy. This includes the follow-up of the Global Alliance to Counter Migrant Smuggling, as well as other activities such as the Anti-Smuggling Operational Partnerships (ASOP) and on legislative side the implementation of the Facilitators Package, the Regulation on European Network of Immigration Liaison Officers (ILOs) and the Employers Sanctions Directive.

Finally, unit C4 coordinates the implementation of the Search and Rescue approach as defined in the New Pact on Migration and Asylum, in close cooperation with the relevant Units in DG HOME and in the Commission. The unit is organised in teams of which one is located in Brussels and responsible for horizontal coordination, while the other teams are deployed on the ground and have country-specific responsibilities.



WE PROPOSE

Unit HOME C4 is seeking to hire one secretary.

We propose an interesting position in a friendly team and dynamic working atmosphere. The successful candidate will provide secretarial and administrative support to the Head of Unit and the Unit itself, and work in a team with other administrative assistant(s) ensuring each other's back-up.

The job consists of a variety of tasks contributing to the smooth running of the unit, including assisting the Head of Unit with administrative support (agenda, meetings, etc.) and in staff matters (SYSPER: time management, job descriptions, hiring processes) as well as general support to the Unit (newcomers, offices, stationery, monitoring deadlines and workflow, etc.) The successful candidate will follow up on ARES incoming requests (letters) and filing system, translation requests, and will act as IT and logistic questions/contact point (Staff Centre). S/he will also assist colleagues organizing meetings on the logistical aspects (scheduling, booking rooms, VC, V-passes, catering, etc). As back-up to their colleague, s/he will mainly be following up on briefing requests (BASIS), missions (MIPS) and the incoming requests in the functional mailboxes of the Unit. The successful candidate will liaise with other colleagues in the Directorate, in the DG, as well as logistics and other services in the Commission, and relevant stakeholders outside the Commission.

WE LOOK FOR

We are looking for a colleague who is a team player, with a high sense of responsibility, adaptability and service-oriented approach. S/he should be dynamic, motivated, eager to learn, able to organize her/ his work and work both autonomously and in a team. The successful candidate should have excellent planning and organizational skills, the ability to prioritize and deliver within tight deadlines, attention to details, as well as a positive and people-oriented attitude. Prior experience in secretarial and administrative work and practical knowledge of the Commission's administrative procedures and IT tools (e.g. ARES, SYSPER, E-POETRY, BASIS, MIPS) would be an advantage.

Fluency in English is required. Knowledge of French would be an advantage.



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 HOME-NOTIFICATIONS-C4@ec.europa.eu indicating the selection reference **HOME/COM/2025/2057** 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.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

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 **Brussels**.

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