



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 Taxation and Customs Union (DG TAXUD) of the European Commission

Selection reference: TAXUD/COM/2025/2145

Domain*: European Public Administration

Where: Unit.TAXUD.B1 – Processes and Data, Customer Relationship and Planning, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 14.11.2025 – 12.00 (Brussels time)

WE ARE

The mission of the Directorate General Customs and Taxation (DG TAXUD) is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders.

The mission of Directorate B is to lead the strategy, planning and design of the digital agenda for EU customs and taxation policies, as well as to implement customs tariffs policies. The Directorate is actively involved in negotiating the Customs Reform proposal and contributing to the implementation of the new Carbon Border Adjustment Mechanism (CBAM) within the framework of the Green Deal. The prospective establishment of a Customs Authority is expected to have significant implications for the Directorate's work, with initial preparations already under way. The creation of the European Customs Authority and its Data Hub will likely result in a transfer of resources from the Commission to the new Agency, presenting new opportunities and challenges for staff. Substantial preparation will be required from the Directorate and its managers in the coming years to ensure a smooth transition.

Within Directorate TAXUD.B, Unit B1 "Processes & data, customer relationship and planning", a dedicated team of 40 professionals coordinates a wide array of tasks. These include managing the business projects related to the Union Customs Code electronic systems, overseeing the Multi Annual Strategic Plan for electronic customs (MASP-C), and defining and maintaining the EU Customs Data Model. This unit is also responsible for the legal and policy aspects of the EU Customs Single Window (Regulation (EU) 2022/2399), which is a cornerstone of the digital cooperation between customs and partner competent authorities at EU borders.

WE PROPOSE

A diverse and dynamic role providing administrative, logistical and secretarial support within the



unit. The successful candidate will be responsible for:

- Providing comprehensive secretarial and logistical support to Sector 2 (Electronic Customs Project Management) and Sector 3 (Data Integration and Harmonisation). This includes managing documentation, preparing for meetings, organising committee meetings and project groups, coordinating sector-specific activities, and handling other routine tasks essential to the daily operations of these sectors.
- Organising the quarterly Electronic Customs Coordination Group (ECCG) meetings, which involves coordinating logistics, ensuring effective communication between stakeholders and distributing all relevant documents in a timely manner.
- Organising meetings of the Customs Expert Group and Customs Code Committee (section DIH and Single Window) as well as other meetings with representatives of Member States and Trade associations. This task includes reservation of meeting rooms, sending invitation letters, organising interpretation both for physical as well as remote meetings. The unit secretary also ensures the timely sending of meeting documents to participants and interpreters. For physical meeting the secretary is present in the room to support participants with the reimbursement of the travel costs and for general assistance. The secretary supports the organising sector in the follow-up of the meeting.
- Performing day-to-day secretarial duties, including handling mail, managing phone calls, processing mission orders and using systems such as ARES and MIPS for document and information management.
- Providing backup support to the Head of Unit and Sector 1 (Customs Policy) as needed, ensuring continuity in the unit's operations and adherence to established guidelines and protocols. Unit B1 is supported by two secretaries, each responsible for assisting specific sectors and organising meetings with the Member States.

WE LOOK FOR

The ideal candidate should have a background in office management, supported by relevant training and a minimum of 2 years of professional experience.

We are looking for an official who has a strong understanding of secretariat management and is proficient in using electronic tools. Flexibility to adapt to new demands is essential.

The candidate should be able to integrate well into a team and provide services to all the team members as well as have the ability to work independently and proactively to meet deadlines, particularly those related to meeting coordination.

The candidate must be capable of effectively managing office tasks and organizing meetings. In return, we offer a motivated and supportive team environment, as well as the opportunity to benefit from flexible working hours.

The working languages of the Unit are English and French.



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 TAXUD-UNIT-B1@ec.europa.eu indicating the selection reference TAXUD/COM/2025/2145 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.

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).



➤ **What about the selection steps?**

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.