



## **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 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](#)

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<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 – Case and secretarial assistance

## Directorate-General DG COMP of the European Commission

**Selection reference:** COMP/COM/2025/2803

**Domain:** Support Staff

**Where:** Unit COMP.E4 – “Mergers: Consumer Goods, Basic Industries & Manufacturing”, Brussels

**Staff category and Function Group:** Temporary agent 2b - Administrative

**Grade range:** AST/SC1-2

**Publication deadline:** 29.01.2026 - 12.00 (Brussels time)

### WE ARE

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We are unit COMP/E4, responsible for merger control in Directorate E (Basic Industries, Manufacturing and Agriculture) in DG Competition (DG COMP).

The core task of our unit is the assessment of mergers in sectors covering everything from mining, basic industries (e.g., steel), manufacturing, aerospace and defence industries, agriculture and food processing to consumer goods and retail.

We are a relatively young and dynamic team composed of 24 case handlers responsible for investigating cases and drafting decisions, 4 case assistants responsible for secretarial and organizational support, usually 2 trainees and 2 case managers coordinating the case work.

### WE PROPOSE

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We are proposing a position as Case assistant/secretary. The work consists in administrative and logistic support to case handling as a member of case teams investigating mergers.

The objective in merger investigations is essentially to prepare the Commission's decision on whether a merger is compatible with the internal market. Work on mergers is carried out in teams which always comprise a case administrative assistant. Case administrative assistant work includes:

- preparation of market investigations through the sending of questionnaires,
- drafting, distributing, archiving official correspondence and other records,
- monitoring of deadlines and workflow in the investigation,
- preparation of documents and preparation of signatories,
- preparation and transmission of inter-service consultations,
- managing agendas and meetings, welcoming visitors.

Work may also involve general administrative and secretarial support to the Head of Unit and the other members of the Unit, as well as administrative case assignments to merger cases handled by



other Units of the Merger Network and/or participation in cross unit working groups.

This is an exciting and challenging position, offering the opportunity to work on a variety of complex and often sensitive files across interesting sectors of the economy. We provide a dynamic, supportive, and collaborative work environment, with flexible working hours applied within our Directorate.

## **WE LOOK FOR**

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We are looking for a dynamic colleague who will be able to work independently and with a minimum of supervision, but also be part of the team, in order to provide administrative support.

Strong problem-solving and organisational skills, a proactive approach, and a high degree of accuracy and reliability are important for handling sensitive files effectively. Good digital skills (MS Office, SharePoint, Teams, Webex) are also required.

The ideal candidate will have a strong interest in developing new IT tools, the ability to adapt quickly to changing tools and platforms, and the willingness to propose process improvements and share technical knowledge. Familiarity with Commission's applications, such as ARES, MIPS+, Sysper, Decide and ePoetry will be an additional asset.

A good command of English is required. Knowledge of additional EU languages, in particular French or German, will be an advantage.

Candidates joining DG COMP are offered a special training program to become familiar with our structures and working procedures.

DG COMP applies an equal opportunity policy and strives for optimal reconciliation of professional and private lives. DG COMP is also committed to improving and sharing internal knowledge. To do this, we have a wiki; we provide tutoring and mentoring; and our HR and internal communication policies are designed to support all staff in their working environment.

The European Commission is committed to offering equal opportunities to foster a rich, diverse and inclusive working environment. The European Commission strongly welcomes applications from all qualified candidates and actively seeks to create a workplace where each staff member feels valued and respected, can give their best and develop to their full potential.

## **HOW TO EXPRESS YOUR INTEREST?**

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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 [COMP-TA-APPLICATION@ec.europa.eu](mailto:COMP-TA-APPLICATION@ec.europa.eu) indicating the selection reference COMP/COM/2025/2803 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 EU<sup>2</sup>
- 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.

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<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).



### ➤ **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 priority<sup>3</sup>. 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.

## **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 AST/SC.**

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<sup>3</sup> 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 **1<sup>st</sup> 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.