



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 Unit and Head of Unit

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

Selection reference: HOME/COM/2025/3078

Domain: Science and Research

Where: Unit HOME.F.2 – “Innovation and Security Research”, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 02.02.2026 - 12.00 (Brussels time)

WE ARE

Unit F2 (as of 1/3/2026: A4) manages the Security Research part of the EU Framework Programme for Research and Innovation (Horizon Europe) by setting the research and innovation agenda in the areas of Fighting Crime and Terrorism, Border Management, Disaster Resilient Societies and Critical Infrastructure Protection. It does so by setting funding priorities through work programmes which address the capability needs of EU and Member State actors in Home Affairs and support DG HOME policies. It closely cooperates with EU home affairs agencies and other Commission Directorate-Generals. It consults relevant stakeholders gathered in the framework of the Community for European Research and Innovation in Security (CERIS) expert group, the wider CERIS community and other stakeholder groupings.

Under the current programme, DG HOME is responsible for the security appraisal of Horizon Europe projects, which is a horizontal service for the entire framework programme for research and innovation.

Unit F2/A4 is responsible for the preparation and implementation of the security industry component in the European Competitiveness Fund and Horizon Europe in the next multi-annual financial framework (2028-2034).

Within DG HOME, the unit is also responsible for research related to migration, providing input to Commission services in the lead. It represents DG HOME in the Knowledge Centre on Migration and Demography.

Close coordination is ensured with the Research Executive Agency, which is responsible for the daily management of the research projects in the field of civil security.

The Unit supports the establishment of a consolidated European industrial base in the civil security sector as one of the strategic conditions to guarantee the availability of state of the art tools to security practitioners and, when needed, to foster the strategic autonomy of the EU for critical technologies related to the security sector. As such, this action also supports the competitiveness of the European industry in this field. The Unit leads on Economic Security within DG HOME.



Unit F2/A4 is in charge of coordinating DG HOME's policy with regard to Artificial Intelligence. It supports home affairs stakeholders (in security, borders, and migration management) in adopting AI tools and in being compliant with applicable rules such as the EU AI Act. Finally, the unit also manages the Secure Zone in the premises of DG HOME and the related services as well as the DG HOME Registry for EU classified information.

WE PROPOSE

We propose a position of Unit secretary - secretary to the Head of Unit, in a friendly and stimulating work environment, in the field of Innovation and Strategic Autonomy in migration and home affairs. The successful candidate will be in charge of administrative support to the Head of Unit, in order to ensure that the unit delivers on its core tasks. This will include overseeing attributions of incoming requests and ensuring timely follow-up, coordinating and ensuring administrative quality check of files and documents, keeping the agenda, handling the unit's functional mailboxes and other correspondence, assisting in the preparation of briefings, daily handling of ARES documents and organising meetings with internal as well as external interlocutors. S/he will also be in charge of providing administrative support to the Head of Unit in the performance of the unit's personnel administration as necessary. S/he may, where relevant, contribute to external communication and stakeholder engagement. S/he may occasionally be required to provide administrative support to the Director in the absence of his/her assistant(s).

WE LOOK FOR

The role of Unit assistant - secretary to the Head of Unit is among the most important in any Commission unit. We look for a dynamic team player, willing to support the Head of Unit in ensuring the proper functioning of the unit in a cooperative and friendly atmosphere, for the timely completion of the unit's missions.

The candidate should have excellent organisational and communication skills, with an ability to work autonomously. The candidate should be proactive and service-oriented, with an eye for details and be able to deliver quality results even under tight deadlines.

Solid experience in administrative or support functions is required. The candidate must be able to develop positive working relations within the team as well as to establish links with other units in DG HOME, other services of the Commission, other institutions and relevant stakeholders.

Knowledge of office IT tools such as Word, Excel, Outlook, Teams and Sharepoint is essential. Good written and spoken English is essential. A good knowledge of the Commission working procedures and Commission tools such as Ares, Basis, MIPS, DECIDE and Sysper2 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-F2@ec.europa.eu indicating the selection reference HOME/COM/2025/3078 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(d) of the [Conditions of Employment of Other Servants](#), in function group 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.