



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 positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy 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

DG Regional and Urban Policy/ Employment, Social Affairs and Inclusion European Commission

Job title*: Secretary - to the Head of Unit and Audit Teams

Domain**: EMPL-Cohesion Policy-Operational and administrative support and resources

Where: Joint Audit Directorate for Cohesion, EMPL.REGIO.DAC.1, Brussels

Function Group: FG II

Contract Type: 3b

Express your interest until: 24.02.2026 - 12.00 (noon, Brussels time)

WE ARE

The Joint Audit Directorate for Cohesion (DAC) was created by merging the audit units of the Directorate General for Employment, Social Affairs and Inclusion (EMPL) and the Directorate-General for Regional and Urban Policy (REGIO). The successful candidate will be part of the DAC, while remaining on a functional post in REGIO.

The mission of the DAC is to provide assurance and audit results to both Directors-General of EMPL and REGIO for all funds under their responsibility, under Cohesion policy as well as indirect and direct management. The DAC moreover works in close partnership with the audit authorities in the Member States, to give the necessary recommendations and advice for improving management and control systems for Cohesion policy on the ground.

The DAC unit (DAC.1), to which the successful candidate chosen will be assigned, is an operational audit unit of approx. 20 staff. It is divided into three audit sectors and enjoys a dynamic and stimulating working environment as well as a strong team spirit. The unit is notably in charge of auditing the Cohesion policy funds (European Regional Development Fund (ERDF), Cohesion Fund (CF), European Social Fund (ESF), Fund for European Aid to the Most Deprived (FEAD), Social Climate Fund (SCF) in the Member States of Italy, Malta, Slovenia, Croatia, Finland, Denmark and Sweden and is responsible for the data mining tool Arachne.

WE PROPOSE

We are offering an interesting and rewarding job as secretary to the Head of Unit and audit teams in a dynamic and friendly audit unit.

We are looking for a motivated colleague to assist the Head of Unit in the different organisational, monitoring and management tasks of the unit. The new colleague will provide administrative



support to the unit, including:

- ensuring the timely attribution of incoming mail in ARES and the preparation of e-signatories and their follow-up for registration and transmission of outgoing mail;
- planning and encoding of mission orders and expense statements;
- organising internal and external meetings both physical and on-line;
- managing translation requests;
- managing the unit's file list and storage plan and implementing retention and preservation rules;
- assisting the Head of Unit and unit management team with the monitoring of audit tasks and deadlines using the appropriate management IT tools;
- supporting the Head of Unit with the administration of recruitment procedures and processes and managing administrative and IT arrangements relating to the recruitment and arrival of new colleagues.

WE LOOK FOR

We look for a confident, well-organised and reliable colleague with good communication skills. The successful candidate will be flexible and service-minded with a strong sense of initiative and responsibility, able to work autonomously as well as part of the team. A positive attitude and an eye for detail are also essential. The successful candidate should have a good knowledge of IT tools such as Teams, Excel and Word and preferably also a good/fast understanding of the administrative procedures of the Commission and of the Commission IT tools (ARES, MIPS, SYSPER, ePoetry, etc.) and E-Domec rules. A good command of English (both orally and in writing) is a big advantage. A good working knowledge of French and/or other EU languages, as Italian, Swedish, Danish, Finish, Slovenian and Croatian, would be an asset.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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 Cristina.Asturias@ec.europa.eu and Brian.Debattista@ec.europa.eu indicating the call for interest reference EC-2026-EMPL-511089 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU²
- AND have a satisfactory knowledge (minimum level B2)³ of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from the EPSO database⁴ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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).

³ For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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 a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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 in **Brussels**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the Conditions of Employment of Other Servants**, in **function group FG II**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **first contract will be 1 year**. Subject to the interest of the service, the contract may be renewed one or more times, up to a maximum duration of 6 years.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group II must successfully complete a 9-month probationary period.

⁴ Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this [address](#).



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.