



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 Economic and Financial Affairs (DG ECFIN) of the European Commission

Selection reference: ECFIN/COM/2026/426

Domain: Operational, Administrative and Secretarial Assistance

Where: ECFIN.D.2 – “NEIGHBOURHOOD COUNTRIES AND MACRO-FINANCIAL ASSISTANCE” Brussels

Staff category and Function Group: Temporary agent – **SECRETARY** **Grade range:** SC1/SC2

Publication deadline: 05.03.2026- 12.00 (Brussels time).

WE ARE

Within the Directorate dealing with international matters and global governance, our mission is to promote prosperity and stability in the EU by promoting appropriate economic policies in the countries that are part of the European Neighbourhood Policy (ENP), including Algeria, Armenia, Azerbaijan, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia, as well as some candidate countries (Ukraine, Moldova and Georgia).

One of the Unit's main tasks is to ensure the monitoring and analysis of economic policies and manage EU's Macro-Financial Assistance (MFA) operations in these countries, in close cooperation with the countries' authorities, the EEAS and external relations services of the Commission, as well as external partners.

This entails the following activities:

- Undertaking regular economic surveillance of the countries covered by the Unit;
- Providing economic updates and advice to the EEAS, DG ENEST, DG MENA, other Commission services working on the Neighbourhood countries, the European Parliament and Council;
- Conducting regular economic dialogues with the authorities of ENP countries, and providing policy advice to policy makers and relevant stakeholders;
- Managing the implementation of the EU's MFA operations in relevant countries from design and negotiation to monitoring and evaluation;
- Producing economic research and analysis about the countries covered by the unit;
- Supporting the development of the EU's policy towards Ukraine, Moldova and Georgia as a candidate for EU Membership, including by monitoring developments and providing analysis in relation to the economic accession criteria in the context of the Enlargement Process
- Supporting the Commission in the negotiation and implementation of bilateral agreements with ENP countries; and
- Supporting the Commission's strategies and policies on the ENP countries in multilateral economic fora and international financial institutions (IFIs).

WE PROPOSE

We offer an interesting position as secretary of Unit ECFIN D2, in a small team of highly motivated and committed colleagues working in a very friendly and stimulating atmosphere. The successful candidate will work for the Head of unit and give support to the unit.



(S)he will assist the HoU in her day-to-day tasks and will be involved in various administrative coordination and support activities such as:

- Coordinating and following up of requests and briefings for the unit
- Prepare, launch and follow up of ISCs
- Management of functional mailboxes
- Preparing missions, meetings and conferences (as well in person as in virtual mode)
- Handling correspondence and phone calls
- Handling the Head of Unit agenda
- Possibly co-ordination of financial procedures of unit (operational and administrative budget), OIA.

The post will involve ample and varied contacts with all Units and Directorates of DG ECFIN, as well as the Commissioner's team, other services of the Commission (mainly DG ENEST, MENA, BUDG, and SG) and many external actors (for example IMF, World Bank, OECD, European Central Bank).

The position implies a high degree of autonomy and initiative. A general understanding of the DG's policies would facilitate the daily work. The acquisition of new skills, and their use, will be actively supported.

Depending on the profile of the candidate, (s)he could also contribute to other tasks, such as support to publication.

WE LOOK FOR

We look for a dynamic, motivated and open-minded team player; (s)he should have a strong sense of responsibility and discretion, have an eye for details and have the ability to work pro-actively. Good organisation, the ability to perform multiple tasks and adjust to changing priorities, as well as a positive attitude and strong communication skills are essential. The successful candidate is expected to have good computer skills (MS Office Word / Excel, Sharepoint, Legiswrite and communication tools : WEBEX, TEAMS, etc.), an in-depth knowledge of the Commission administrative procedures and IT tools (mainly Ares, BASIS, MIPS, DECIDE and Sysper). The ability to contribute to the co-ordination of financial procedures of unit (operational and administrative budget) would be an asset.

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 ECFIN-SECRETARIAT-D2@ec.europa.eu indicating the selection reference ECFIN/COM/2026/426 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/French 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 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.