



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 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 ESTAT (DG ESTAT) of the European Commission

Selection reference: ESTAT/COM/2025/2946

Domain: Economics, Finance and Statistics

Where: Unit ESTAT.E.4, Regional statistics and geographical information, Luxembourg

Staff category and Function Group: Temporary agent 2b/2d – Administrative Agent / Secretary

Grade: AST/SC 1-2

Publication deadline: 13.03.2026 - 12.00 (Brussels time)

WE ARE

Eurostat, one of the Directorates-General of the European Commission, is the statistical office of the European Union. Eurostat's mission is to provide high quality statistics and data on Europe. Eurostat co-ordinates statistical activities at Union level and more particularly inside the Commission. The offered position is in the Regional statistics and geospatial information unit of Eurostat, part of the Directorate E Sectoral and regional statistics.

The unit's main responsibilities are to provide geospatial services and data to the European Commission DGs, to initiate and coordinate the use of earth observation data for statistical purposes and to disseminate sub-national and urban statistics and related communication. Other important fields of work are the management of regional classifications, the production of land use and land cover statistics and the facilitation of the agro-environmental LUCAS surveys. The unit has 21 staff members and 10 external service providers.

The unit is organised in three teams:

- Geographic Information System for the Commission (GISCO), offering GIS services including map production, supporting European and global cooperation between the statistical and geospatial communities as well as building up excellence in using earth observation for statistical purposes;
- Regional statistics coordination and urban statistics (REGIO) including territorial classification at European (NUTS) and global levels (Degree of urbanisation);
- Land use and land cover statistics (LUCAS) with the central role of LUCAS survey coordination and management.

The Unit cooperates closely with many different partners in the European Statistical System, several Directorate-Generals of the European Commission including the Joint Research Centre and the European Environmental Agency as well with other EU bodies. It also collaborates with international organisations such as OECD, UNECE, UNSD, ESA and FAO.

The data provided by ESTAT.E4 are used to design, implement, monitor and evaluate a broad range of European policies. The unit is also responsible for different publications such as the Eurostat



Regional Yearbook, the Regions of Europe interactive tool and many thematic articles, collaborates with numerous Eurostat and European Commission services and is involved in a big number of interservice tasks.

WE PROPOSE

We propose an interesting position for a committed and dynamic secretary.

Tasks include:

- provide administrative support to the Head of Unit, the deputy Head of Unit and all other unit members; contribute to the backup system of the Directorate secretary team;
- provide assistance on HR management issues (time management, presence monitoring, etc.);
- prepare, register and attribute incoming and outgoing correspondence in our document management system and co-ordinate administrative documents;
- manage the Functional Mailbox by allocating incoming tasks to team members and monitor their timely delivery;
- in absence of the HoU, monitoring the incoming emails, deadlines and actions;
- support interservice collaboration;
- draft minutes and routine correspondence as necessary;
- manage translation requests;
- manage meeting and catering requests;
- deal with missions in MIPS+ (mission orders and cost declarations).

WE LOOK FOR

We are looking for a pro-active, well-organised, motivated colleague who likes to deal with a broad variety of tasks. The ideal candidate should be a good team player, client-oriented, capable of adapting quickly to a variety of requests and have very good organisational skills. In managing the daily work flexibility and interest to collaborate are necessary.

Good user knowledge of different IT tools including such as used for document and process management is necessary. Willingness to learn new applications and tools is required.

S/he must communicate with ease in English, both orally and in writing.



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 ESTAT-HR-APPLICATIONS@ec.europa.eu indicating the selection reference ESTAT/COM/2025/2946 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.

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 a second official 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 in **Luxembourg**.

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)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST/SC.**

➤ **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

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



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 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.