



## **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

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

**Selection reference:** HOME/COM/2026/355

**Domain:** Support Staff

**Where:** Unit HOME.G.3 – “Direct and indirect management”, Brussels

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

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

**Publication deadline:** 26.02.2026 - 12.00 (Brussels time)

### WE ARE

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The mission of unit G3 is to implement the policies in Migration and Home Affairs by providing EU funding to concrete transnational actions. We manage the implementation of Union actions in direct and indirect management, under the Asylum Migration and Integration Fund, the Internal Security Fund (ISF) and the Border Management and Visa Instrument (BMVI). Union actions are actions of a transnational nature or of particular interest to the Union (EU wide networks, cooperation projects, studies and events).

To this effect, HOME.G3 is responsible for:

- Providing input and feedback for the design of the annual work programmes for Union actions;
- Carrying out the operational initiation and verification for the implementation of these programmes, with other units being responsible for financial initiation and verification;
- Managing the actions by launching call for proposals and call for tenders, overseeing the selection and award procedures following these calls, preparing contracts, grant agreements and contribution agreements, monitoring the implementation of the individual projects, studies or initiatives, evaluating the final reports and calculating the payments to be made;
- Reporting on the actions and disseminating results.

Unit G3 also assists units in the DG and other DG's through a central procurement team to deliver on studies, events and other services.

### WE PROPOSE

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The new colleague will lead the secretarial team of the unit HOME.G3, which shares responsibilities with the one of unit HOME.G2. The colleagues cooperate closely to ensure a smooth administrative



management of the two units: efficient document management (registration, filing, dispatching and sending incoming and outgoing correspondence) and respect of deadlines imposed by the budgetary rules as well as by the political needs (e.g. request for briefings or replies to interservice consultations).

Within this team, the new colleague will be specifically responsible for demanding document management, support in all HR matters in a team of approximately 30 colleagues, transition to new collaborative way of working with the support of MS 365 suite.

The successful candidate will help the team meeting the challenges of supporting the policy activities in a very busy area and busy time following upcoming reorganisation.

The unit manages a procurement function for the whole DG, which represents a significant number of transactions and documents to manage (150 contracts and 400 payments per year). Procurement team is supported by another member of the secretarial team (following deadlines and the budgetary consumption, enter data in SUMMA workflow for invoices, etc), to whom the new colleague will act as a back-up.

We offer flexible working hours for a better reconciliation of professional, private and family life.

## **WE LOOK FOR**

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We are looking for an enthusiastic colleague with team spirit, accuracy, good organisation skills and stress resistance. They should be flexible, open-minded, able to work independently and in a team and be solution-oriented.

They should have a solid experience in secretarial work, in particular in the field of document management. They should have a very good knowledge of Commission's software systems (ARES, BASIS, MIPS+, Decide, e-Greffe, Legiswrite, ePoetry, Syper, EU Learn...).

Experience with SUMMA, basic knowledge of the Commission's financial rules and procedures and procurement would be an advantage.

A thorough knowledge of Excel will be highly appreciated.

Linguistic skills: thorough knowledge of English and a satisfactory knowledge of French to the extent necessary for the performance of the duties. Knowledge of other EU language is an advantage.



## 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 [HOME-NOTIFICATIONS-E4@ec.europa.eu](mailto:HOME-NOTIFICATIONS-E4@ec.europa.eu) indicating the selection reference **HOME/COM/2026/355** 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.

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. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

### ➤ 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 group 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.

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.