



## **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 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 – to the Director

## Directorate-General ESTAT (DG ESTAT) of the European Commission

**Selection reference:** ESTAT/COM/2026/620

**Domain:** Support staff

**Where:** Directorate ESTAT.F - Social statistics, Luxembourg

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

**Grade:** AST/SC 1-2

**Publication deadline:** 14.4.2026 - 12.00 (Brussels time)

### WE ARE

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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 Social Statistics Directorate (Directorate F) is a friendly, collaborative and dynamic part of Eurostat. We are responsible for a wide range of statistics, indicators and datasets that speak directly to citizens and inform policy decisions at the highest level. Our data are essential for understanding European society and economy, covering domains such as population and migration, labour market and skills, income and living conditions, housing, health, education and social protection. With five units and around 100 dedicated professionals, we play a central role in shaping the EU's social agenda—including the European Pillar of Social Rights and the Anti-Poverty Strategy.

### WE PROPOSE

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Directorate F of Eurostat is seeking to hire one secretary, working directly with the Director and the wider management team in a supportive and collegial environment. This is an opportunity to play a meaningful role in the smooth running of a busy, high-profile Directorate.

The successful candidate will take on a broad range of secretarial and administrative responsibilities, working in close cooperation with colleagues across Directorate F and the wider Eurostat community. Your main tasks will include:

- Agenda management for the Director, including the organisation of meetings, internal and external events, and video conferences;

(Selection reference ESTAT/COM/2026/620)



- Administrative and logistical support, including the management of mission orders, functional mailboxes, phone calls, and incoming correspondence;
- Document management using the Commission's standard tools (ARES, MIPS, Outlook, Microsoft Teams, SharePoint, DECIDE);
- Drafting, formatting and linguistic checks of documents in accordance with the Commission's style guide;
- Horizontal coordination at Directorate level, including support for reporting and briefing processes;
- Management of the Directorate's collaborative workspace and contribution to internal communication and the dissemination of information across units;
- Coordination with unit secretaries and other colleagues within and outside the Directorate.

The post-holder may also be asked to provide back-up support to other entities within the Directorate, in line with pre-defined arrangements.

## **WE LOOK FOR**

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We are looking for a proactive, well-organised and reliable colleague with a genuine team spirit and a positive, can-do attitude. The ideal candidate will be comfortable managing competing priorities in a fast-paced environment, and able to work autonomously whilst maintaining strong communication with the Director and management team.

The following are considered desirable:

- At least three years of experience in a secretarial or administrative support role, preferably supporting senior managers;
- Good IT literacy, with solid working knowledge of Microsoft 365 (Outlook, Teams, SharePoint, Word, Excel);
- The ability to draft and communicate clearly and concisely in English (the main working language of the Directorate);
- Strong organisational skills and the ability to manage and prioritise a varied workload;
- Discretion, sound judgement, and a diplomatic approach in dealing with stakeholders at all levels.

The following will be considered an asset:

- Prior experience working in a European institution or international organisation;
- Familiarity with Eurostat's work or the broader domain of official statistics.



## **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 [ESTAT-HR-APPLICATIONS@ec.europa.eu](mailto:ESTAT-HR-APPLICATIONS@ec.europa.eu) indicating the selection reference ESTAT/COM/2026/620 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.

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.**

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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.

The duration of the **1<sup>st</sup> 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.