



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 Health and Food Safety (DG SANTE) of the European Commission

Selection reference: SANTE/COM/2026/588

Domain: Support Staff

Where: Unit SANTE.R.1 - „ Better Regulation “, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 31.03.2026 - 12.00 (Midday, Brussels time)

WE ARE

The Directorate-General for Health and Food Safety (DG SANTE) aims to deliver to Europeans the peace of mind that comes with access to healthcare, safe food to eat and protection against epidemics and diseases. Our goal is to build and maintain Europe’s high standards on food and feed safety, food sustainability, animal and plant health, as well as the most affordable, accessible and high-quality health systems to deliver on these expectations.

Within the Directorate "Policy and administrative support", Unit SANTE.R1, ‘Better Regulation’ provides support to DG SANTE departments to apply the principles of better regulation along the entire policy cycle. The Unit is also in charge of data protection and document management for the Directorate-General. We are a unit of around 25 colleagues (with a good balance between AD/AST colleagues) and located in three geographical sites (Brussels, Luxembourg and Grange).

We are in daily contact with all DG SANTE Units and with central services in SG. The Unit consists of two teams, one of which (the Policy-making support team) is tasked with supporting the DG and the policy Directorates in their daily implementation of Better Regulation principles and requirements and the other with supporting the implementation of document management tasks in

WE PROPOSE

We are offering an interesting position for a general administrative support in our Unit. The successful candidate will be appointed as the Secretary to the Head of Unit and to the Unit R1. This role is vital to ensure the smooth operation and administration support within DG SANTE. Key responsibilities include:

- Provide secretarial assistance to the Head of Unit, including maintaining diary, managing calls and e-mails, and coordinating meetings, managing assignments in the document management systems.
- Act as the Document Management Coordinator of the Unit.
- Organising meetings of the Unit, preparing files, and managing entry and reimbursements for external participants.



- Manage information and procedures for missions, holidays, leave, and absence records of the Unit.
- Manage relevant functional mailboxes and information in IT system and ensure follow up to tasks assigned to the Unit.
- Assist in personnel administration formalities using SYSPER2 as well as in the organisation of interviews and recruitment processes.
- Ensure quality and editorial checks of the Unit documents

WE LOOK FOR

The successful applicant will demonstrate strong organisational and communication skills, as well as experience in administrative support functions.

The candidate must possess:

- At least 3 years of job-related experience in operational and administrative support and resources.
- Competence in document management and manual and electronic management of records.
- Proficiency in communication and publication practices using internal communication tools.
- Experience with IT tools for office automation, including functional mailboxes, Outlook, PowerPoint, Word, Excel, as well as corporate Commission document management systems such as Hermes-Ares-Nomcom, Sysper, Decide (including Edit), e-Poetry, KOEL (future AMT) and CIRCA.
- Ability to work proactively and autonomously, with a strong eye for detail and commitment to delivering quality and results.
- Excellent planning and coordination skills, with the capacity to manage priorities and deadlines effectively.
- A good understanding of health and food policies and sufficient knowledge of the files dealt with by DG SANTE.
- An excellent understanding of the internal and interinstitutional decision-making process and the functioning of the Commission.
- Familiarity with communication with the political level and the public.
- Ability to work collaboratively within a team, bringing empathy, knowledge sharing, and sociability skills to the role.
- A positive attitude towards customer service and the ability to address user needs efficiently.
- Confidentiality, especially on HR matters.
- Fluency in English (C1) and French (B2).

Qualifications :

The ideal candidate will have a background in information and document management, and internal communication practices, with demonstrable experience in coordinating administrative and operational tasks and knowledge of the EU Union and its working environment.

This role does not require atypical working hours, specialised job skills, frequent or long-duration missions, or exposure to workplace health and safety risks.

Unit R1 is committed to fostering Better Regulation principles across the policy cycle, and to ensuring compliance with good document management practices and personal data protection regulations. This role requires confidentiality and a focus on delivering structured, high-quality, and accurate administrative support.



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 SANTE-HR-PUBLICATIONS@ec.europa.eu indicating the selection reference **SANTE/COM/2026/588 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:

FOR AST and AST/SC jobs: 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.

➤ What about the selection steps?

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).



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.