



## **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](#)

---

<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 Regional and Urban Policy (DG REGIO) of the European Commission

**Selection reference:** REGIO/COM/2026/522

**Domain:** Regional Policies – Support Staff

**Where:** DG REGIO - Unit G2 – Portugal & Spain, Brussels

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

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

**Publication deadline:** 02/04/2026 - 12.00 (Brussels time)

### WE ARE

---

We are REGIO.G.2, one of the largest implementation units within DG REGIO, responsible for programming and monitoring European Regional Development Fund (ERDF), Cohesion Fund and Just Transition Fund (JTF) programmes and investments in Portugal and Spain. We are part of Directorate G: Smart and Sustainable Growth and Programme Implementation IV. The core mission of the unit is to assist the two countries in managing their cohesion funding programmes, to achieve maximum long-term benefit and impact for people, communities and places. This is implemented in close cooperation with other Commission services, as well as in partnership with the central and regional authorities and other stakeholders on the spot.

At present, the main activity of the Unit is twofold. On the one hand, colleagues in the unit need to closely work with their counterparts in the regions to ensure full use and smooth closure of the funding programmes for 2014-2020. On the other hand, colleagues need to guide the Member States towards a swift implementation of the ERDF, Cohesion Fund and JTF programmes for 2021-2027. The funding programmes cover a vast majority of EU policy areas, including support to innovation, competitiveness (including STEP), housing and investments towards a Greener Europe.

This requires monitoring of how the policy is implemented on the ground, through both assessment of strategic reports and participation in the programme monitoring committees and annual review meetings. This also requires the participation in evaluation activities, which aim to promote better programme and project management and boost impact of EU support on the ground. In parallel, the unit often needs to produce briefings, draft and handle policy/legal interpretation questions, respond to parliamentary questions, complaints, petitions, etc. In addition, as a horizontal task, the unit is also actively disseminating the impact of Cohesion Policy through communication activities, including on best practice and exchange of experience between regions, but also dealing with local media. Finally, we are also involved in the follow-up of the implementation of the Recovery and Resilience Facility (RRF).

We are a dynamic, diverse and motivated group of 26 persons, enjoying our work individually, as a team and as part of DG REGIO. Colleagues are encouraged to take responsibilities beyond their respective member states, to both achieve synergies across the two teams of the unit and help them enrich and diversify their experience and expertise.



## **WE PROPOSE**

---

We offer an engaging position as Secretary/Assistant, where you will collaborate on managing the Secretariat alongside a colleague, primarily providing support to the HOU and Portuguese team within the unit, as well as assisting the ES team when required.

This job provides an interesting career opportunity for a motivated person to take up a variety of secretarial tasks in a dynamic and friendly working atmosphere.

You would be given a broad range of secretarial and administrative responsibilities in accordance with the Head of Unit and the Unit priorities. The work is varied and offers an excellent opportunity for a candidate to develop his/her potential, including by following the required training.

The main tasks include the following:

- Support the HOU and the teams  
Organising the secretariat in an efficient and effective way between the two secretaries.
- Monitoring and coordinating the Unit's workflow and deadlines, coordinating various actions and deadlines such as Briefings (BASIS), speeches, EP questions, petitions, access to Documents (EASE);
- Follow-up of complaints and infringements (THEMIS);
- Managing and following up the Head of Unit/Deputy Head of Unit's agendas and supporting them on a daily basis;
- Organising business travel arrangements and claims for reimbursement (MIPS+).
- Preparation of the meetings
- Following-up incoming and outgoing mail and e-mail; (Outlook, ARES).
- Organising and coordinating meetings (MIRA, V-Pass).
- Assisting with legislative proposals and Interservice Consultations (DECIDE).
- Giving secretarial assistance to the teams of the Unit.
- Registration and handling of files and correspondence.
- Attribution and follow-up of telephone calls and e-mails
- Support the HoU with HR management (holidays/illnesses)
- Take on the role of IT correspondent
- Coordinate Document management



## **WE LOOK FOR**

---

We are looking for an experienced, well-organised and motivated secretary with a pronounced sense of initiative, prioritisation, and a good team spirit. The ideal candidate should be capable of multi-tasking and have strong coordination, organisation, interpersonal and communication skills. He/she must have a proactive attitude, a sense of discretion, confidentiality, and responsibility as well as an inclination for teamwork (but also manage the entire secretariat's work when the other colleague is absent).

We are looking for a person with very good computer skills (word, Excel, outlook, MS teams, Webex, sharepoint) and is ready to learn all the Commission applications, platforms which are used daily.

The person selected for the post should have the ability to communicate clearly – both oral and writing. For this post, very good knowledge of Portuguese and English, to closely support the work of the Portuguese team of the unit, is essential. A good knowledge of Spanish and French 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 [REGIO-G2-VACANCIES@ec.europa.eu](mailto:REGIO-G2-VACANCIES@ec.europa.eu) indicating the selection reference **REGIO/COM/2026/522** 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.

#### ➤ What about the selection steps?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

---

<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).



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.

### **➤ 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 AD, AST or AST/SC.**

---

<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 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.