



## **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 (SC1/SC6)

## Directorate-General Customs and Taxation (DG TAXUD) of the European Commission

**Selection reference:** TAXUD/COM/2026/263

**Domain\*:** Support staff

**Where:** Unit TAXUD.C.2 - , CBAM, Energy and Green Taxation, Brussels

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

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

**Publication deadline:** 17.03.2026 - 12.00 (Brussels time)

### WE ARE

---

The Directorate General Customs and Taxation (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders.

The Directorate for Indirect Taxation and Tax Administration (TAXUD.C) is a friendly and dynamic directorate. Within DG TAXUD, Directorate C is developing an overall policy in the area of indirect taxation, including financial sector taxation as well as environmental, transport and energy taxation, VAT, excise duties and tax administration.

It is also responsible for developing and implementing the Carbon border adjustment mechanism and tax initiatives included in the European Green Deal. The Directorate includes 85 staff with a good mix of officials, temporary and contract agents and national experts.

Within DG TAXUD, Directorate C is developing an overall policy in the area of indirect taxation, including financial sector taxation as well as environmental, transport and energy taxation, VAT, excise duties and tax administration. It is also responsible for developing and implementing the Carbon border adjustment mechanism and tax initiatives included in the European Green Deal. The Directorate includes 85 staff with a good mix of officials, temporary and contract agents and national experts.

Unit C2 is responsible for developing and implementing two important EU legislations in the European Green Deal and part of the Fit for 55 package: the Carbon Border Adjustment Mechanism (CBAM) and the review of the Energy Taxation Directive.

The unit is also responsible for developing and following-up both legislative and non-legislative initiatives at EU level on indirect green taxation, which provide a genuine single market framework and contribution to environmental goals. This includes notably environmental and transport taxation. Finally, the unit is also responsible of the infringements related to those taxes.

The team involved in CBAM is relatively recent and fast growing. The team is made up of motivated colleagues with very different backgrounds including in the area of climate, environmental, trade and international relation policies.

### WE PROPOSE

---

As unit secretary, provide general administrative, secretarial and document management services to the unit and to the management of the unit.

- Operational and administrative support and resources - Support management and



colleagues with diary-keeping for the unit, filtering telephone calls, organising unit meetings and ordering office supplies etc. - Provide administrative support to implementing tasks in the Job Information System - Provide administrative support to management in the performance of their planning and programming activities. - Support managers and colleagues in implementing best administrative and resource management practices - Provide administrative support to the management of leave and absences (in Sysper) - Act as contact point for personnel matters .

- Missions, meetings and visits (incl Protocol Service) - Assist in the organisation of events, conferences etc. in the unit's area of responsibility - Provide logistical support for the organisation of meetings: reservation of rooms, compilation of documents, follow-up (documentation regarding expense claims etc) - Prepare/monitor mission orders, expense claims (MIPS).

- Support the preparation and smooth practical functioning of the Committee on CBAM and provide the publication of CBAM Committee and Working Group documentation on CIRCABC, RegCom and AGM Plan and program meetings of CBAM and Working Groups - Coordinate the practical organisation of committee / working group meetings in the area of activity of the unit - Manage the organisation of missions (MIPS) .

- Internal communication (general) - Contribute to good communication within the unit. Communication and publication - Assist in replying to external requests for information relevant to the work of the unit - Reply to external requests for information concerning rates of CBAM and ETD.

- Operational and administrative support and resources - Prepare internal schedules. - Handle the follow up of written and oral questions. - Provide the administrative preparation of notes, letters etc. - Provide the administrative management of interservice consultations - Manage translation requests through Poetry.

- Information and document management - Record incoming and outgoing correspondence using archiving software (Ares). - Prepare briefing folders/dossiers (Ares, Chap, etc.). - Sort and distribute incoming/outgoing mail. - Archive correspondence and other records.

## **WE LOOK FOR**

---

Candidates should be ready to join a fast growing and versatile team and to work closely with new colleagues in other units in DG TAXUD and in the Commission. DG TAXUD promotes a spirit of entrepreneurship and initiative, needed for this post. We are looking for a flexible, proactive and service-minded colleague with strong secretarial/administrative skills, a strong team spirit and a very good command of Commission corporate tools (notably ARES, POETRY, DECIDE, BASIS, CIRCABC, RegCom, MIPS and Microsoft Office tools). The ideal candidate is able to work autonomously, organise and follow up meetings and missions, manage procedural workflows (including inter-service consultations), support HR and resource-management tasks, and provide operational support to the CBAM Committee, while communicating effectively with a wide range of internal and external interlocutors and remaining efficient under peak workload and tight deadlines. Experience in taxation and customs is desirable, including at least two years of job-related professional experience in this field. We are a very active team and we look for a colleague who enjoys working in a multicultural and multilingual environment with experienced colleagues from different cultural and linguistic backgrounds.



## **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 [TAXUD-UNIT-C2@ec.europa.eu](mailto:TAXUD-UNIT-C2@ec.europa.eu) indicating the selection reference TAXUD/COM/2026/263 in 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.

---

<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.

### ➤ **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.**

---

<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.