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[1]. 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 to the Director

Directorate-General Justice and Consumers (DG JUST) of the European Commission

Selection reference: JUST/COM/2025/3069
Domain: Support Staff
Where: Directorate JUST.B – "Consumers", Brussels
Staff category and Function Group: Temporary agent 2b – Administrative agent
Grade range: AST/SC1-2
Publication deadline: 13.03.2026 - 12.00 (Brussels time)

WE ARE

DG JUST works towards strengthening the European Union as a community of law, based on the protection of individual rights and freedoms. DG JUST is responsible for ensuring justice, including consumer rights. Directorate B 'Consumers' focuses specifically on consumer policy, to protect consumer rights, empower consumers in their daily lives by enforcing consumer protection laws, ensure that products sold in the EU meet safety standards, promote initiatives to raise consumer awareness.

The mission of Directorate B 'Consumers' is to ensure that citizens enjoy a high level of consumer protection in the Union as provided for in the Charter of Fundamental Rights. The Directorate develops, keeps up to date and ensures enforcement of horizontal EU consumer and product safety law, this also includes laws concerning retail financial services, package travel, sustainable consumption, individual and collective redress. The Directorate also steers the European Union's consumer policy and, as it is a shared competence, ensures the networking of national competent ministries and authorities.

WE PROPOSE

A secretary to the Director post in a hard-working, dynamic, friendly and supportive team of the Director's office. We offer an excellent opportunity to build on your existing knowledge and experience and to grow in an area that is of direct relevance to all of us.

You will help shaping and applying consumer policies that have a direct impact on the daily lives of European citizens. You will support the Director by providing administrative assistance, secretarial and logistical support to the Director and you will work closely with the Policy Assistant to the Director, helping to ensure efficient management and delivery.

WE LOOK FOR

We are looking for a highly motivated, competent, and cooperative colleague. The colleague is not required to possess prior knowledge of consumer law and consumer policy but should bring an interest in these topics to the job.

We look for a committed, flexible, and well-organised team player, with a high sense of responsibility, very good interpersonal and communication skills, both orally and in writing to communicate effectively with colleagues in and outside the Directorate.

The working language in our Directorate is English. Good knowledge of French or any other EU language is an advantage, as is a legal background and proven experience in the planning and organisation of processes and events.

The ideal profile for the job is higher education, relevant professional experience of at least 3 years, previous similar experience within the European Commission 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 JUST-B-DIR@ec.europa.eu indicating the selection reference **JUST/COM/2025/3069** in the subject.

No applications will be accepted after the publication deadline.

ANNEX

1. *Selection*

➢ Am I eligible to apply?

<u>You must meet the following eligibility criteria when you validate your application</u>:

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[2]
- 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 priority[3]. 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 group 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.