



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, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Latvia, Luxembourg, Malta, Poland, 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 Justice and Consumers (DG JUST) of the European Commission

Selection reference: DG JUST/COM/2026/164

Domain: Support staff

Where: Unit JUST.01 - „International Affairs and Data Flows”, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 08.05.2026 - 12.00 (noon, Brussels time)

WE ARE

The mission of the **Directorate-General for Justice and Consumers (DG JUST)** is to vindicate and strengthen the rights of people living in the European Union, whether they are acting as citizens, as entrepreneurs, as consumers or as workers, wherever they are in the EU. Our policies are based on Europeans' core values and principles – freedom, democracy, rule of law, equality, tolerance, and respect for human rights.

Unit 01 “International Affairs and Data Flows” is a highly motivated and dynamic team in charge of international relations in the area of justice and consumers. It reports directly to the Deputy Director-General and its work is highly visible within the DG. The unit is responsible for developing and implementing DG JUST's strategy with respect to third countries and international organisations in all relevant policy areas (enlargement, neighborhood policy, privacy and data flows, judicial cooperation, trade policy etc.). Particular priorities for the DG include, amongst others, supporting reforms in the areas of rule and law and justice reform in accession/neighboring countries; as well as facilitating the transfer and exchange of personal data in line with the EU's data protection requirements. Our tasks combine supporting colleagues in different policy areas across the DG with our specific knowledge and expertise in international relations/negotiations, handling bilateral and multilateral relations as well as negotiating international agreements/arrangements including in the field of data flows. In performing such functions and tasks, the unit works closely with other EU institutions and bodies, third country diplomatic missions in Brussels, regional and international organisations, and institutional actors and other stakeholders in third countries. The **unit is composed of three sectors:** (1) data flows and other international aspects of the digital economy, (2) external aspects of the rule of law and judicial cooperation and (3) strategic partnerships in the area of justice and consumers.

WE PROPOSE

We propose an interesting and dynamic job that combines working with the management in the internal organisation of the unit with being the entry point for the many external interlocutors that

(Selection reference DG JUST/COM/2026/164)



the unit is engaged with.

The job holder, together with another secretary, will provide administrative support to the Unit.

In particular he/she will:

- organise external/internal meetings and prepare files;
- assist with the preparation of briefing materials, speeches, etc., including print-outs;
- organise unit meetings and prepare related files and reports;
- assign briefings to the unit's policy officers;
- record mission orders and fee declarations;
- provide support for Interservice Consultations (ISCs), EP questions and petitions, President's Mail, translation requests, complaints, etc.;
- handle and record outgoing correspondence addressed to the unit and ensure the appropriate follow-up.
- Help in the administrative steps of human resource management and recruitment.

WE LOOK FOR

We are looking for a Secretary who:

- has experience in secretarial work (experience as a secretary in the EU institutions is a definite advantage) and hands-on experience of the administrative rules and procedures of the Commission would be an asset
- has strong IT skills (knowledge of internal Commission's IT tools would be an asset);
- has an excellent knowledge of English, both orally and in writing. Good knowledge of French would be an asset.
- likes to take on new challenges and is stress resilient;
- is pro-active and has a sense of initiative;
- likes to work together with another secretary as a team;
- likes to work in a multi-cultural environment;
- is organised in his/her work, structured and able to prioritise among parallel tasks.



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-01-INTERNATIONAL@ec.europa.eu** indicating the selection reference DG JUST/COM/2026/164 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 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.

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 (French).

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 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.