



## **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 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](#)

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<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 – Administrative Agent

## Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) of the European Commission

**Selection reference:** GROW/COM/2026/762

**Domain:** Support Staff

**Where:** Unit GROW.A.2 – „SMEs“, Brussels

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

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

**Publication deadline:** 18/05/2026 - 12.00 (Brussels time)

### WE ARE

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The overall mandate of the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) is to create a deeper and fairer internal market and provide a favourable framework for creating growth and jobs in Europe by helping European enterprises and industries (in particular Small and Medium Enterprises, ie. SMEs) to be globally competitive, innovative and sustainable, for the benefit of all European citizens.

The SME / SMC Policy Unit is made up of 20 colleagues. We are tasked with delivering and coordinating a comprehensive framework of policy, regulatory, and funding measures that enables Europe's 34 million SMEs to grow, scale up, and drive the green and digital transitions while strengthening the resilience of EU strategic value chains.

We champion the 'Think Small First' principle across Commission services, EU institutions and policy areas. Our strategic focus is on removing and preventing regulatory obstacles and administrative burdens, consistently identified as the greatest challenge for SMEs, by actively pursuing the simplification agenda. We are committed to achieving the target of reducing reporting obligations by at least 35% for SMEs. Moreover, we prevent new obstacles by ensuring that all relevant Commission initiatives undergo an SME test and check, and new legislation integrates SME-friendly provisions.

We implement or oversee the Single Market Strategy's actions relevant for SMEs. We promote a culture of prompt B2B and G2B payments, including via the Late Payments Directive and the proposal for a Late Payments Regulation. We lead on the new policy targeting small mid-caps, introducing a new category of small mid-caps (SMC), proposing the SMC omnibus and taking into account the needs of SMCs in upcoming legislation to extend mitigation measures and policy benefits to these rapidly expanding companies. We also facilitate key SME related policy development, e.g. the SME definition, business transfers or the recognition of SME status. We provide analysis on European SMEs via the SME Performance Review and other reports, which contributes evidence-based scientific support to the SME policymaking process. We run the network of national SME envoys including SME stakeholders.

We manage the Single Market Programme's SME Pillar – a key funding instrument for SMEs and



contribute to the SME related aspects of the upcoming European Competitiveness Fund. We work with other Commission services, other EU institutions, Member States, industry and SME stakeholders to achieve the above goals.

## **WE PROPOSE**

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We are looking for a dynamic secretary / administrative agent to perform a variety of general secretariat and support tasks in order to keep an office running smoothly and actively contribute to the performance of unit's activities.

The key aspects attached to the job cover three main angles:

1. Administrative secretarial tasks

- Provide general administrative support to the unit, the Head of Unit and Deputy Head of Unit
- Monitor the unit's functional mailboxes
- Record incoming and outgoing correspondence in ARES and EASE (access to documents)
- Dispatch incoming briefing requests in BASIS: keep track of all pending requests and deadlines in the unit;
- Act as contact point for document management
- Input data for interservice consultations and Decide decision process
- Input data in the comitology register and CIRCABC

2. Human Resource management support

- Prepare mission orders and expenses for the unit's members
- Prepare and manage holidays planning
- Provide administrative support in the selection and recruitment processes of staff members (e.g. drawing up of job description and drafting of job vacancy notices, replying to candidates' correspondence, liaison with successful candidate, etc.)

3. Operational support to the unit's teams

- Provide administrative support to the "Outreach team" to organise events and missions, manage the meetings in the AGM system
- Provide administrative support to the SMP / SME pillar management, in particular for the organisation of committee meetings.

This includes the reservation of room, catering, interpretation facilities, reception and security arrangements, reimbursement of experts.

Joining our unit means becoming part of a convivial, dynamic, and highly supportive team environment. The unit is composed of several closely cooperating teams where autonomy, initiative, and creative problem-solving are encouraged.

## **WE LOOK FOR**

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We are looking for a pro-active and well-organized colleague who is motivated to take on a new challenge of assisting a dynamic unit and supporting coordination of important procedures.

Strong inter-personal and communication skills, as well as team spirit, are essential for this position.

In addition to mastering the usual Commission IT tools (like Outlook, ARES, MIPS, Decide, Basis) and office applications the candidate should ideally be familiar with collaborative tools (like Teams, Skype for Business, WebEx).

Furthermore, s/he should have excellent organisation skills and attention to detail, be strongly service-minded and able to autonomously follow up various activities and adjust to changing



priorities.

A sense of confidentiality and integrity as well as the ability to deal with interpersonal challenges is essential.

A very good command of English, as the main working language, is required. Knowledge of another EU working language and/or of any other language is an additional asset.



## **HOW TO EXPRESS YOUR INTEREST?**

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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 [GROW-A@ec.europa.eu](mailto:GROW-A@ec.europa.eu) indicating the selection reference GROW/COM/2026/762 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?

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<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).



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/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.**

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<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.