



## **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 to the Director

**Directorate-General Regional and Urban Policy (DG REGIO)**

**of the European Commission**

**JOINT AUDIT DIRECTORATE FOR COHESION (DAC)**

**of the European Commission**

**Selection reference: REGIO/COM/2026/ 891**

**Domain\*:** OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

**Where:** REGIO - Joint Audit Directorate for Cohesion, DAC.0 - „(DAC)“, Brussels

**Staff category and Function Group:** Temporary agent 2b – AST/SC

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

**Publication deadline:** 20/05/2026 - 12.00 (Brussels time)

## **WE ARE**

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The Joint Audit Directorate for Cohesion (DAC) was created by merging the audit units of the Directorate General for Employment, Social Affairs and Inclusion (EMPL) and the Directorate-General for Regional and Urban Policy (REGIO). The successful candidate will be part of the DAC, while remaining on a functional post in REGIO. The mission of the DAC is to provide assurance and audit results to both Directors-General of EMPL and REGIO for all funds under their responsibility, under Cohesion policy as well as indirect and direct management. The DAC moreover works in close partnership with the audit authorities in the Member States, to give the necessary recommendations and advice for improving management and control systems for Cohesion policy on the ground.

The selected candidate will be working directly for the Director of the DAC, together with his assistants in a dynamic working environment. He/she will be in close contact with the seven units in the Directorate, ensuring a good communication with the head of units and the secretaries of these units.

## **WE PROPOSE**

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We are offering an interesting and rewarding job as secretary to the Director.

The position offered will consist of assisting the Director in the different organisational and monitoring tasks of the Directorate.

The new colleague will work and closely inter-act within a team of five colleagues providing assistance to the Director, which includes another secretary, an HR and financial assistant and two audit quality administrators.

The tasks proposed for the published position include:

- filtering the Director's e-mails and ensuring appropriate follow-up within the DAC Directorate;
- ensuring the timely management of Ares at the level of the Director, attribution of incoming



mail to the concerned units, monitoring of e-signatories in Ares and their follow-up with the secretaries in the Directorate;

- ensuring timely signature of the audit documents to be issued at the level of the Director;
- monitor briefing requests with the responsible units and ensure timely validation by the Director;
- ensuring a good internal communication and cooperation with and between the seven units in the Directorate, including through the network of secretaries of the Directorate, ensuring that all secretariats stay up to date with the working methods and administrative procedures of both EMPL and REGIO;
- ensuring a good communication with the administrative assistants of both EMPL and REGIO Director-Generals offices and in general with all offices of the Director's interlocutors for a smooth functioning of the directorate and good planning and participation to meetings where the Director's presence is required;
- organising internal and external meetings both physically and on-line;
- supporting the Director's HR and financial assistant with the administration procedures, and/or with the yearly forecast of the mission budget of the Directorate;
- participating in the clerical, administrative and logistical organisation of multilateral meetings with Member States authorities

## **WE LOOK FOR**

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We look for a confident, well-organised and reliable secretary with good communication skills who likes working in a team. The successful candidate will be flexible and service-minded with a strong sense of initiative and responsibility, able to work autonomously as well as part of the team. A positive attitude and an eye for details are considered essential for working in the Director's team. A good knowledge of IT tools such as Teams, Sharepoint, Excel, and Word would be useful. A good understanding of the administrative procedures of the Commission and of the Commission IT tools (ARES, MIPS, SYSPER, MAPAR, Wave, BASIS etc.) and E-Domec rules would also be an asset. A good command of English is essential. A good working knowledge of French would be an advantage. A few years of working experience working in secretariats within the European Institutions (especially European Commission), in particular with senior managers, will be considered a strong 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 [EC-DAC-HR-ASSISTANT@ec.europa.eu](mailto:EC-DAC-HR-ASSISTANT@ec.europa.eu) indicating the selection reference REGIO/COM/2026/891 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:

FOR AST and AST/SC jobs: 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.

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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).



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.