



## **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

## Directorate-General for Climate Action (DG CLIMA) of the European Commission

**Selection reference: CLIMA/COM/2026/947**

**Domain:** European Public Administration

**Where:** Unit CLIMA D.1 - Multilateral Affairs, Brussels

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

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

**Publication deadline:** 26.06.2026 - 12.00 (Brussels time)

### **WE ARE**

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The Directorate-General for Climate Action (DG CLIMA) leads the European Commission's efforts to fight climate change at EU and international level. Its key mission is to formulate and implement EU climate policies and strategies, so that the EU can turn into the first climate-neutral and climate resilient continent by 2050. DG CLIMA plays a leading role in developing and facilitating the implementation of cost-efficient policies and legislation to deliver the European Green Deal.

Unit CLIMA.D.1. is in charge of multilateral affairs. The unit supports the EU Head of Delegation to United Nations Framework Convention on Climate Change (UNFCCC) and coordinates the work of the UNFCCC Negotiations Inter-Service Task Force, which provides for the effective and coordinated contribution of the Commission, and thereby of the European Union, to the UNFCCC negotiations. The unit contributes to mobilising diplomatic channels to advance cooperation in this area, and coordinates DG CLIMA's contributions to international partnerships supported by the UNFCCC process, as well as to fora, such as the G7 and G20, and international institutions, such as the UN family of Institutions and the OECD. The unit also contributes to the deepening of EU's engagement on climate change adaptation in multilateral fora and coordinates the DG's work on climate and trade policy, including in the context of WTO.

### **WE PROPOSE**

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Unit CLIMA.D.1 is seeking to hire a secretary to assist the unit by providing a variety of administrative services and secretarial tasks. He/she will support to unit members for travel arrangements, document and briefings' management, participate in the organisation of meetings and support the EU team participation in the meetings of the United Nations Framework Convention on Climate Change (UNFCCC), support to contract management.



The position will consist of:

**BUDGET and FINANCE**

- assist the unit on the respect of financial, budgetary and contractual rules, procedures and deadlines.

**INFORMATION and DOCUMENT MANAGEMENT**

- e-Domec correspondent
- ensure effective archiving of unit documentation according to latest archiving policies and procedures
- coordinate and supervising the recording and filing of incoming and outgoing correspondence
- Intranet editor for the unit
- make sure all needed information and documents are always available and easy to find for the other members of the unit.

**OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**

- act as the focal point for liaising with the Deputy Head of Unit and desk officers
- co-ordinate the administrative management of the unit
- ensure the correct attribution and handling of briefing requests, interservice consultations and European Parliament questions and other requests to the unit.

**OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**

- screen through the incoming requests and attributing them to the relevant colleagues inside the unit
- assist in the organisation of meetings, including high level meetings and the EU team participation in meetings of the UNFCCC (COP and Bonn sessions)
- ensure follow-up and respect of deadlines in the group activities
- manage information and procedures on missions, holidays, leave and absence records and similar personnel administration formalities
- perform administrative quality checks on files for the Head of Unit's signature.

## **WE LOOK FOR**

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We are looking for a motivated, dynamic, proactive and well-organised person with good administrative skills. The selected candidate should be self-motivated, have strong organisational skills with a high sense of initiative and responsibility. Good planning, attention to detail and the ability to perform multiple tasks and adjust to changing priorities are essential.

A positive attitude, good communication and good language (English and French) skills, as well as aptitude to teamwork, are essential. Experience in organising international events as well experience in the administrative procedures of the Commission including IT-based tools (ARES, BASIS, DECIDE, MIPS, WEBDOR etc.) and corporate communication tools, is welcome.



## **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 [CLIMA-D01-ARES@ec.europa.eu](mailto:CLIMA-D01-ARES@ec.europa.eu) indicating the selection reference **CLIMA/COM/2026/947** 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 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.