



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 – TO THE HEAD OF UNIT – INTERNATIONAL AFFAIRS

Directorate-General Customs and Taxation (DG TAXUD) of the European Commission

Selection reference: TAXUD/COM/2026/1201

Domain: Support Staff

Where: Unit TAXUD.A.5 – International Coordination and EU Enlargement, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 30/06/2026 – 12.00 (Brussels time)

WE ARE

The Directorate General Customs and Taxation (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders. Directorate A is responsible for the EU Customs policy in all its facets, including general customs policy vis-a-vis the Member States; customs legislation (including the Commission proposal to reform the Customs Union); the Common risk management framework, the customs implications of fiscal and non-fiscal risks; the Joint Analytical Capability for Customs Risk Detection; international coordination and enlargement; and rules of origin and customs valuation. Directorate A is also in the lead for the customs input and implications of EU sanctions policy and the Security Union and is coordinating the implementation of the EU Customs Control Equipment Instrument (CCEI). The Directorate is a dynamic and welcoming team, composed of 6 units and around 170 staff members.

Unit A.5 develops and coordinates the EU's international customs policies, promoting the EU vision on customs matters in the world. The unit in particular negotiates the customs-related provisions in EU bilateral agreements with partner countries (with the exception of Rules of Origin – unit A6), safeguarding the protection and security of the EU internal market at the border, while promoting the facilitation of legitimate trade. In collaboration with units in Directorate A, the unit ensures the consistency of bilateral customs agreements with the Customs Union legislation and policy.

The Unit manages the implementation of customs provisions included in EU bilateral agreements and monitors their application by partner countries. Together with DG NEAR, the Unit steers and supports the preparations of EU candidate countries to implement the EU customs and taxation acquis. Unit A.5 oversees the customs aspects of EU bilateral relations with third countries and supports the EU enlargement process in all policy areas covered by DG TAXUD. It is DG TAXUD's main contact point for stakeholders within and outside of the Commission on bilateral international



relations and enlargement. It holds a coordination role in bilateral relations with third countries, for all areas of TAXUD competence.

The Unit chairs the Customs Expert Group International Affairs, and the Committees under the relevant bilateral EU agreements with third countries.

The Unit applies a flexible approach to work organization within the normal constraints, while ensuring the integration of newcomers through mentoring and teamwork.

WE PROPOSE

Unit A.5 of DG TAXUD is seeking to hire one Secretary to join a dynamic and motivated team. Together with another colleague, the successful candidate will be responsible for managing and organising the Unit's secretariat and ensuring the effective delivery of its services.

The post involves a wide range of secretarial and administrative tasks in support of the Head of Unit and Unit members, including: handling and attributing Ares documents and correspondence addressed to the Unit and ensuring the appropriate follow-up; organising external/internal meetings and preparing files; assisting with the preparation of briefing materials, speeches and inter-service consultations; handling missions and providing support on document management issues.

The post offers valuable direct experience in the management of the EU's external relations and policies, frequent contacts with officials within and outside the Unit and the DG as well as from Member States and third countries, and experience on procedures for rule-making and organisation of international events.

As the secretariat is composed of two officials, teamwork and mutual backup without rigid division of responsibilities will be essential so as to support the whole Unit, and in close coordination with colleagues in other Units and Directorates.

WE LOOK FOR

We are looking for a proactive and solutions-oriented colleague with very good secretarial, communication and organisational abilities.

We have in mind a team-player with good interpersonal skills who is ready to participate fully in the life of the unit and act proactively to ensure timely follow-up and smooth operation of administrative tasks.

Good planning, attention to detail and the ability to perform multiple tasks are much appreciated. Knowledge of Commission IT tools and applications such as Ares, BASIS, MiPS+, SYSPER, Legiswrite, Poetry and Decide (Planning/Consultation/Decision) will be important for the job.

The successful candidate should also possess a very good command of English; good knowledge of French will be an advantage.



Experience in organising the logistical aspects of meetings, and in particular international meetings, would be an asset.

We value in particular a cooperative and easy-going attitude which will help to maintain and develop a positive and friendly working environment in the Unit to which we attach the greatest importance.



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 TAXUD-UNIT-A5@ec.europa.eu indicating the selection reference TAXUD/COM/2026/1201 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.

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).



➤ **What about the selection steps?**

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.

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.