



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 positions 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, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, 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

DG ECHO of the European Commission

Selection reference: ECHO/COM/2026/1605

Domain: SUPPORT STAFF

Where: Unit D.1 – “West and Central Africa”, Brussels

Staff category and Function Group: Temporary agent 2b

Grade: AST/SC 1-2

Publication deadline: 30.07.2026 - 12.00 (Brussels time)

WE ARE

ECHO D1 provides humanitarian support to people affected by natural disasters and man-made crises in the countries of West and Central Africa, including the Democratic Republic of Congo (DRC) and the Great Lakes region. Relief assistance is targeted at the most vulnerable groups caught up in natural or man-made disasters, in situations where local resources are insufficient to meet the needs. In carrying out its mission, the unit proposes both the strategy and funding of humanitarian actions and oversees the delivery of aid in coordination with relevant stakeholders. The unit manages funds of the European Union humanitarian aid budget and, as applicable, external assigned revenues. It ensures that aid is accessible for its intended recipients and administers the funds in accordance with the principles of humanity, impartiality, neutrality and independence, as defined in the Treaty on the EU and the European Consensus on Humanitarian Aid.

The unit manages the entire project cycle (programming, selection, contracting, monitoring, liquidation) of actions established to deliver humanitarian aid in the broad region of West and Central Africa. The unit also aims to complement the humanitarian response in the region, funded by the humanitarian aid budget, with the mobilization of additional instruments of DG ECHO: ALERT, ReliefEU, UCPM, the disaster preparedness budget line etc. It uses advocacy to draw attention and resources to the ongoing humanitarian crises, promote humanitarian principles and preserve the space for principled humanitarian action in West and Central Africa, coordinating to this end with other EU services, EU Member States, global humanitarian actors and the national and regional authorities in the region. Advocacy work is also conducted to actively pursue nexus efforts with EU (DG INTPA) and non-EU actors (World Bank). The unit is comprised of 4 sectors: West Africa, Central Africa, DRC/Great Lakes and Regional Initiatives/Programmes.

WE PROPOSE

We are proposing an interesting and challenging position as secretary to the Head of Unit and to the members of the unit in a dynamic and positive working atmosphere so as to ensure a smooth work in the Unit, the best possible interaction with other services and good communication and information between all members of staff and within the DG. The successful candidate would be given a broad range of secretarial and administrative responsibilities as well as a high degree of flexibility in the organisation of his/her work in accordance with the Head of Unit and the Unit's priorities.

The main tasks would include:

- Provision of administrative and logistical support to the Head of Unit, including agenda management, meeting organisation and follow-up.



- Support the Head of Unit in staff-related matters, including recruitment procedures, leave management, timesheets, career development reviews and other HR-related processes.
- Contribution to the smooth management of the Unit by supporting planning, internal coordination, budgeting and logistical arrangements.
- Coordination, monitoring and follow up on requests addressed to the Head of Unit, including briefings, parliamentary questions, correspondence and other files requiring timely input.
- Provision of secretarial and administrative support to Unit staff, including handling correspondence, document management, classification, transmission, archiving and follow-up of administrative procedures.
- Organise missions for the Head of Unit and Unit staff, including preparation of mission files, logistical arrangements and management of the mission budget.
- Communication of general information within the Unit, including new procedures, administrative updates and other relevant internal information.

The future colleague will cooperate on the completion of these tasks with counterparts in the Directorate, the office of the Director and the Director-General as necessary. The selected candidate will work as part of a unit of around 20 people.

WE LOOK FOR

We are looking for an experienced as well as proactive colleague with an excellent sense of responsibility and very good organizational skills. The successful candidate should demonstrate her/his sense of initiative, autonomy, ability to meet deadlines and capacity to quickly adapt to changes in the working environment with a positive attitude. The ability to interact with a wide range of external stakeholders, including from governments, UN, Red Cross/Red Crescent organisations and NGOs, and a sense of diplomacy will likewise be essential.

The successful candidate should be a good team player, flexible and able to multi-task. A very good knowledge of the administrative procedures and IT tools used in the Commission (ARES, SYSPER, MIPs+, BASIS, DECIDE, WebDOR/MIRA, AGM, V-pass, CARES, EASE, ePoetry) is important. Nevertheless, the Commission provides trainings on the procedures and IT tools, to smoothly integrate new team members. Very good command of English and French is essential and other working languages is an advantage. Finally, prior working experience as Administrative Assistant or Secretary in a unit dealing with related policy fields or regions would be a strong asset.

- Experience of Administrative Assistance at least 3 years - desirable.

The post requires adaptability and accuracy, service culture and very good organizational skills. The candidate should demonstrate sense of initiative and willingness to assume responsibilities, as well as the ability to work both as a member of a team and independently and with a minimum of supervision.

- Experience of Secretarial Support at least 3 years - desirable.

He/She should have very good knowledge of the standard IT tools (Word, Excel, PowerPoint, Outlook, etc.). Knowledge of the European Commission IT tools will be an asset.



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 ECHO-D1@ec.europa.eu indicating the selection reference ECHO/COM/2026/1605 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 either 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.

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 a second official 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 in **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)/2(d) 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\(2013\)9049](#) 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 that of a new competition published or already planned in the field. If there is none, recruitment will be at the level of AST/SC1. The maximum recruitment grade is AST/SC2, which may be granted based on the assessment of the needs of the service, notably the nature of the profile sought, the level of responsibility to be exercised, or the labour market conditions for the profile in question, and the duration of the candidates' previous appropriate professional experience.

The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) 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.