



European Commission

Vacancy notice COM/2026/1413 (Status: Published)

SECRETARY - TO THE DIRECTOR (SC1/SC6)

ENV.C Zero Pollution, Water Resilience & Green Urban Transition

BRUSSELS(Belgium)

COM number: COM/2026/1413

Publication: from 26/06/2026 to 14/07/2026 until 12.00 hours
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: yes

Job Properties

Job ID:	520156
Job available from:	01/07/2026
Management job:	no
Budget:	Administration
Security clearance required:	no

We are

The team of the Director for Zero Pollution, Water Resilience and Green Urban Transition of DG Environment is looking for a new colleague to complete the team that consists of the Director, 1 Policy Adviser and 1 other secretary/administrative assistant.

We propose

An important and rewarding job as administrative assistant in the office of the Director with a wide range of tasks in a dynamic and positive working atmosphere. The successful candidate will be in charge of administrative, logistic and secretarial support to the Director in cooperation with the other administrative assistant, including securing the backup function. In addition, the successful candidate will support the Director and the Directorate's units on secretarial support and administrative tasks in relation to cross-cutting, priority activities on zero pollution and water resilience. This includes the organisation of expert group meetings and conferences of the relevant Stakeholder Platforms as well as the annual Forum, the maintenance of contact lists, functional mailboxes and other administrative tasks linked to these groups. In addition, s/he will be co-responsible for the organisation of the missions of the Director-General including the itinerary, booking of hotels and encoding in MIPS.

We are offering an interesting and challenging position as an assistant in a Directorate with excellent team spirit, amongst administrative assistants. It is a job with responsibility and high visibility through the many internal and external contacts, regularly at a high level. S/ he will organise and participate in the weekly agenda setting meetings with the Director and Head of Units and ensure their appropriate follow-up together with the other administrative assistant.

We look for

We look for a dynamic and motivated colleague with a strong commitment to deliver and ability to work autonomously as well as in a team. A very good knowledge of administrative procedures is required as well as a good command of standard IT tools, in particular Outlook, ARES, Sysper, MIPS, RegExp, AGM, WebDOR/MIRA, Word, MS 365, etc. and effective maintenance of large database. The function requires proven secretarial, organizational and planning skills, sense of responsibility and

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reliability. S/he should be able to adjust to work on multiple tasks and requests at the same time, have a good capacity to work under pressure, and have a high sense of discretion. Normal working hours generally apply, with occasional standby and overtime in accordance with the needs of the service. For this job, an excellent knowledge of both English and French would be an asset.

Recruitment policy

The European Commission is committed to offering equal opportunities to foster a rich, diverse and inclusive working environment. The European Commission strongly welcomes applications from all qualified candidates and actively seeks to create a workplace where each staff member feels valued and respected, can give their best and develop to their full potential. DG ENV applies a policy of equal opportunities.

Officials in function group AST/SC, with a type of post of the person "Secretary/Clerk", can apply for this job.

Officials whose type of post of the person is:

- "Support Agent in transition" (ex-D AST1-5),
- "Administrative Assistant in transition" (ex-C AST1-7) or
- "Assistant in transition", recruited as AST1 or AST2 after 01/05/2004,

can show their interest for this job. In case of selection, they will be transferred in the interest of the service.

This transfer in the interest of the service will not modify the type of post of the person.

In the case of inter-institutional mobility, only officials in the function group AST/SC with grades from SC1 to SC6 can apply for this job. If you are an official from another Institution (outside of the Commission), you need to provide a certificate that confirms your function group, grade and official status.

If you are a laureate of an internal competition that corresponds to the function group of the published post, please submit your application through the designated functional mailbox. Note that you should not apply as an internal candidate in this instance.

When submitting your application as a competition laureate, please ensure that the email title includes only the reference to the Vacancy Notice (COM/202x/xxx) and to the competition you have succeeded (EPSO/AD-AST-AST/SC/xx/xx). Your application should ONLY contain a motivation letter and your CV (each in PDF format and maximum 2 MB per document), no other documents should be attached as they will not be considered at this stage.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://ec.europa.eu/dpo-register/detail/DPR-EC-16768.1>

Contacts

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How to apply

Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former officials transferred to the EEAS, internal competition laureates, or EPSO laureates, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

This email address is linked to a functional mailbox and can only process messages with the "Normal" sensitivity option; emails sent with other Sensitivity Options (e.g. "Personal", "Private", "Confidential" or encrypted mails) cannot be processed. Please therefore select the "Normal" sensitivity option.

HR-BXL-Officials-TA-ENV@ec.europa.eu

Closing date

The closing date for registration is 14/07/2026. Registration will not be possible after 12:00 noon Brussels time.

Eligibility criteria and other important information

https://digit.service-now.com/esc?id=kb_article&sysparm_article=KB0065389



EUROPEAN COMMISSION

Job Description Form

Job description version 1 (*Active*)
Job no. 520156 in ENV.C
Valid from 01/07/2026

Job Profile

Position

ADMINISTRATIVE AND TECHNICAL SUPPORT

Job title

Secretary - to the Director

Domains

Generic domain

ENVIRONMENT and its PROTECTION

Intermediate domain

Specific domain

Job Family

Operational, Administrative and Secretarial Assistance

Sensitive job

No

Overall purpose

To co-ordinate and facilitate the work of the Director and the units of the Directorate to achieve the goals established by the DG and to make sure that deadlines are respected. Support the units in the Directorate on administrative tasks of a cross-cutting nature (linked to zero pollution and water resilience) and in case of peak workload.

Functions and duties

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Managing the daily agenda of the Director, organise and co-ordinate meetings and networking for the Director*
- *Answering telephone calls for the Director, filter call and ensure necessary follow-up*
- *Following preparation of briefings for the Director (sending requests/reminders, collecting contributions)*
- *Managing Director's mailbox, by reading and flagging messages, ensure follow-up*
- *Receiving visitors*
- *Organise missions (travel arrangements, MIPS requests for authorisations, reimbursements and derogations) for the Director*

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Answer calls, take messages or transfer calls to appropriate individuals*
- *Monitor deadlines and workflow*
- *Ensure collaboration with colleagues and services in order to develop and implement homogeneous and compatible procedures, norms and methods to process and access internal information.*
- *Train and mentor new secretarial staff*
- *Management of office supplies*

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Manage incoming and outgoing correspondence, register correspondence in Ares, ensure appropriate follow-up.*
- *Drafting and dealing with routine correspondence*
- *Archiving and filing: participate in the meetings of the Filing network; inform colleagues of their filing obligations & ARES users of the correct use of the ARES filing module.*

+ INTERNAL COMMUNICATION (general)

- *Communicate general information inside directorate (training courses, administrative info, etc.).*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Record incoming and outgoing correspondence using archiving software.*
- *Participate in the meetings of the ARES network, communicating suggestions & needs of their service to the units of the Directorate. Manage ARES functional mailbox & record in ARES the follow-up of the mail attributed to the Director (monitor deadlines.) Keep the Service's ARES inbox up to date.*
- *Co-ordinate administrative documents, archive and retrieve individual documents and sets of documents by the correctly defined criteria and procedures.*
- *Manage ARES functional mailbox & record in ARES the follow-up of the mail attributed to the Director (monitor deadlines.)*
- *Keep the Service's ARES inbox up to date.*

Job requirements

Experience"

+ SECRETARIAL SUPPORT

Job-Related experience: at least 2 years

Qualifier: essential

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

Knowledge

- *INFORMATION and DOCUMENT MANAGEMENT
DOCUMENT MANAGEMENT*
- *IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools for OFFICE AUTOMATION
IT tools and systems for INFRASTRUCTURES and LOGISTICS
IT tools and systems for HRM
MIPS (Missions Integrated Processing System)
Sysper2: Time Management / FlexiTime
IT tools and systems for INTERPRETATION and CONFERENCE SUPPORT
Webdor
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares
IT tools and systems for COMMUNICATION and PUBLICATION*

Competences

- *Analysing and Problem Solving
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
Creativity*
- *Communicating
Ability to understand and be understood*
- *Delivering Quality and Results
Ability to work in a proactive and autonomous way
Client orientation
Eye for detail / Accuracy*
- *Learning and Development
Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising
Planning capacity*
- *Resilience
Stress resistance*
- *Working with Others
Confidentiality
Knowledge sharing
Sociability skills*

Job Environment

Organisational entity

Presentation of the entity:

Our policies and activities aim to safeguard EU citizens from harmful environmental and health impacts originating from pressures on air, freshwaters and seas, as well as from industrial contamination of soils, thus contributing to protect and improve the sustainable use of the EU's natural resources, in line with the European Green Deal objectives.

In particular, our Directorate plays a pivotal role in leading Europe towards a Zero Pollution Agenda to create a toxic-free environment, preventing pollution from being generated but also to clean and remedy it, thus helping to tackle the Climate and Biodiversity crisis whilst promoting an efficient use of natural resources (particularly water) in line with the Circular Economy goals.

Job related issues

- Atypical working hours
- Specialised Job

Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

Comments:

Heavy workload

Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

Comments:

Other

Comments: