



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/2026/1756

Domain: CIVIL PROTECTION, EMERGENCY RESPONSE & HUMANITARIAN AID

Where: Unit E.2 – “PROGRAMMING, CONTROL & REPORTING”, Brussels

Staff category and Function Group: Temporary agent 2b

Grade: AST/SC 1-2

Publication deadline: 20.08.2026 - 12.00 (Brussels time)

WE ARE

ECHO E2 manages the horizontal processes related to the preparation and implementation of the budget, strategic planning, budgetary reporting, internal control, compliance and assurance processes, risk management, anti-fraud strategy, prevention of sexual exploitation, abuse and harassment, DG ECHO external audits and their follow-up, as well as the discharge in cooperation with operational units and central services (SG, BUDG, IAS, OLAF). The unit is in the lead for relations with European Court of Auditors, and the budget authority (European Parliament – COBU, CONT – or Council Committees). The unit is also responsible for the coordination of the ABM/SPP cycle (AMP, AAR, etc.), the annual humanitarian aid report, the World Wide Decision (WWD) and the operational priorities (GGOPHA). In addition, it is in charge of strengthening DG ECHO's overall evidence-based capacity. This includes methodologies for humanitarian needs assessment and funding allocations. The unit develops methodologies to measure the impact and cost-effectiveness of humanitarian aid and civil protection operations.

WE PROPOSE

The role of the Secretary to the Head of Unit to provide organisational and administrative support in the coordination of the activities of the unit, and more specifically in the follow-up of internal procedures, communication actions, information and document management, organisation of meetings, personnel administration and / or logistic needs.

COMMUNICATION and PUBLICATION

- Assist in welcoming and informing outside visitors in accordance with security



regulations

- Participate in existing networks aiming an exchange of best practices and information (e.g. Secretary Network)
- Contribute proactively with suggestions to upgrade organisation of the Directorate and its units and ensure mutual support and sharing of expertise within the secretariat team
- Facilitate internal communication between the Units

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide support for the organisation, budgetary requests and reporting of meetings, including reservation of rooms, checking / sending agenda, compilation of handouts, reception and security arrangements and follow-up of minutes.

ADMINISTRATIVE ASSISTANCE

- Record and route incoming correspondence, finalise and transmit outgoing correspondence, using archiving software (Ares) whenever necessary and ensure follow up and respect of deadlines.
- Help to prepare briefing files for committees, conferences and other meetings.
- Co-ordinate the storage, reproduction, translation, circulation and retrieval of documents, making sure that they are filed and secured in accordance with the regulations in force.
- Checking the layout and presentation of the documents sent for approval to the Head of Unit, Director and the Assistant (back-up). (EUROLOOK) and ensure a quality control of the signataires
- Coordinate and contribute to administrative quality checks on files for signature.

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide assistance with the management of the unit by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar.
- Handle appointments, documentation and follow up management meetings.
- Assist in the monitoring of procedures relating to personnel rights (leave, absences,...); creation of draft job descriptions and draft vacancy notices in Sysper
- Take, transcribe and prepare notes, minutes, routine correspondence, presentations, track deadlines and attribute the inter-service consultations and briefings.
- Support to the staff of the unit: organisation of arrivals/departures, mentor other secretaries, support for travel arrangements, inform staff of related procedures.
- Ensure that space, infrastructure, office supplies, inventoried goods and other logistics needs of the office are covered.

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Coach less experienced staff on organizational structure, administrative procedures and processes, as well as Commission's IT tools.
- Follow up administrative arrangements relating to the recruitment and arrival of new officials.



- Manage information and procedures on missions, holidays, leave and absence records and similar personnel administration formalities.

WE LOOK FOR

We are looking for a dynamic and reliable colleague with proven experience in administrative and secretarial support, capable of ensuring the smooth day-to-day functioning of the unit and providing efficient assistance to management and team members.

The successful candidate should have:

- at least 3 years of relevant professional experience in administrative, secretarial or office support tasks;
- very good organisational skills and the ability to manage a varied workload, set priorities and respect deadlines;
- sound experience in coordinating agendas, organising meetings and events, handling correspondence and managing documents and records;
- good drafting skills and the ability to prepare clear and accurate administrative documents and notes ;
- strong communication and interpersonal skills, with the ability to work constructively with internal and external contacts in a multicultural environment;
- a high sense of responsibility, discretion and confidentiality in handling sensitive information;
- a proactive, service-oriented attitude and the ability to work both independently and as part of a team;
- good command of standard IT tools and office software relevant to the post.
- a very good knowledge of English is required. Knowledge of French would be considered 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-E2-APPLICATIONS@ec.europa.eu indicating the selection reference **ECHO/COM/2026/1756** 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.