



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, 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](#)



Secretary to the Director

in DG INTERNATIONAL PARTNERSHIPS of the European Commission

Job title: Secretary to the Director

Domain: External Relations – International Cooperation and Development

Where: INTPA.E – Sustainable Finance, Investment and Jobs; Economy that works for the People, Brussels

Function Group: FG II

Contract Type: 3b

Express your interest until: 18.09.2025 - 12.00 (noon, Brussels time)

WE ARE

The Directorate-General for International Partnerships (DG INTPA) is responsible for contributing - in the context of the European Union (EU)'s external relations - to sustainable development, the eradication of poverty, peace, and the protection of human rights, through international partnerships that uphold and promote European values and interests. As part of the European Union's external relations, we base our actions on international law and multilateralism and are at the forefront of the European Union's efforts to implement global commitments, notably the United Nations 2030 Agenda and Sustainable Development Goals and the Paris Agreement on Climate Change.

DG INTPA has a leading role in formulating European Union policies in the area of international cooperation and building partnerships with countries and international organisation across the globe. Since December 2021, the Global Gateway Strategy is the policy framework for its geopolitical priorities. DG INTPA works hand in hand with other Commission services to ensure that EU policies also strengthen its action in the world. DG INTPA coordinates with Member States under a Team Europe approach to support the EU's global agenda.

The Directorate E "Sustainable Finance, Investment and Jobs; Economy that works for the People" leads on the macro- and microeconomic policy analysis, mobilisation of domestic revenues, engaging with the private sector, creation of decent jobs and skills; improving investment climate, regional economic integration and trade; developing sustainable finance strategies and rolling out the EU budgetary guarantees under the NDICI-Global Europe (European Fund for Sustainable Development Plus / EFSD+) and the next external financing instrument, including risk management. The Directorate E collaborates with other Directorates and external stakeholders to achieve its goal.

Directorate E has 6 units and approximately 150 colleagues. The Director's team is composed of a Senior Adviser, a Policy Assistant, an Administrative Assistant and 3 Seconded National Experts.



WE PROPOSE

INTPA Directorate E is seeking to hire a dedicated Contract Agent FGII to fill the role of Secretary to the Director and join a dynamic multicultural team. This crucial position is designed to ensure the seamless operation of the Directorate through a variety of tasks. The successful candidate will provide support to and manage the agenda of the Director, take care of general administrative assignments, and contribute to smooth internal and external communications for the visibility of the Directorate. Responsibilities include agenda-keeping, document management, written and oral communications with stakeholders, follow-up of files in circulation and attribution and registration of documents, managing the functional mailbox of the Directorate and assisting with communication aspects as needed.

You will also play a key role in fostering smooth collaboration within the Directorate, with the offices of the DG, DDG and with other Directorates. The Directorate secretariat also carries out briefing coordination for the directorate.

WE LOOK FOR

We are looking for an autonomous, motivated and proactive colleague with strong organisational, secretarial and administrative skills, as well as a high degree of initiative and responsibility. The ideal candidate, who will fill in the role of Secretary to the Director, should thrive in a fast-paced, structured environment. Genuine interest in secretarial and administrative support is also sought after. Excellent planning skills, attention to detail and the ability to manage several tasks simultaneously while adapting to changing priorities are essential.

The successful candidate should have strong communication and interpersonal skills, a collaborative mindset and a friendly, service-oriented approach. Previous experience as a secretary is a very strong asset. A good command of the main Commission administrative systems, including Ares, MIPS+, Decide and BASIS, would be an advantage, as would proficient use of Microsoft Office applications. The candidate should be able to work confidently in an English-speaking environment. Knowledge of additional EU languages would be an asset.

Finally, a strong sense of initiative and the flexibility to step in as a reliable backup for colleagues are essential for success in this position.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.



2. You should send your documents in a single pdf in the following order:

1. your CV in Europass format 2. completed application form.

Please send these documents by the publication deadline to intpa-e-vacancies@ec.europa.eu indicating the call for interest reference INTPA/FGII/351526 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from [the EPSO database](#)³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

¹ 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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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.

³ Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this address: <https://eu-careers.europa.eu/en/Cast-Permanent>



2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG II**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **first contract will be 1 year**. Subject to the interest of the service, the contract may be renewed one or more times, up to a maximum duration of 6 years.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group II must 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.