



## **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
- 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 also other profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers, engineers, accountants and communication experts.

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 Sweden<sup>1</sup>. 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](https://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](#)

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<sup>1</sup> 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 Representation

## in DG COMMUNICATION of the European Commission

**Job title:** Secretary - to the Head of Representation

**Domain:** COMMUNICATION and PUBLICATION

**Where:** European Commission Representation in Malta

**Function Group:** FG II

**Contract Type:** 3a

**Express your interest until:** 04/09/2026 - 12.00 (noon, Brussels time)

### WE ARE

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The Directorate-General of Communication in Member States oversees services targeting national audiences. This includes the European Commission Representations in the Member States. The Representation of the European Commission in Malta has the mandate to:

- Support the President and the whole Commission in their interaction with Malta.
- Promote permanent political dialogue with the national, regional and local authorities, parliaments, social partners, other stakeholders, academia and civil society. The Representation prepares and supports visits by Members of the College and by senior officials of the Commission and, as appropriate, of the European External Action Service.
- Act as the Commission's voice in Malta and communicate about the EU to media and on social media, maintaining direct contacts with national, regional and local media and offering press and media services to them.
- Engage with citizens, academia, civil society, social partners and other stakeholders, and organise outreach activities about EU priorities policies, programmes and projects on the ground.
- Provide country knowledge, analysis and advice on the political, economic and social developments in Malta to the President and the Commission with a view to informing EU policy making and political communication.

### WE PROPOSE

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The Representation in **Valletta** is seeking to hire a dedicated Contract Agent FGII to fill the role of **Secretary to the Head of Representation** and join a dynamic multicultural team. This crucial position is designed to ensure the seamless operation of the Representation through a variety of tasks. The successful candidate will provide support to and manage the agenda of the Head of



Representation, take care of general administrative assignments, and contribute to smooth internal and external communications for the visibility of the Representation. Responsibilities include organising work trips, agendas and meetings, dealing with protocol teams for high-level visits, engaging with a host of external stakeholders, helping prepare briefs and meetings and assisting in the coordination of Representation's activities, managing the functional mailboxes of the Representation and assisting with document management, human resources and contract management as needed.

## **WE LOOK FOR**

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We are looking for a skilled and proactive individual to fill the role of **Secretary to the Head of Representation**.

The ideal profile for the job includes:

- Experience: At least 3 years of job-related experience in operational and administrative support and resources, along with a solid understanding of information and document management. Additional experience in such fields will be considered an advantage.
- Languages: Proficiency in Maltese (C2) and English (C1).
- Skills: Strong capabilities in IT tools for office automation (Excel, Outlook, Word) and IT systems specific to the European Commission.
- Competencies: A candidate who excels in multi-tasking, organising, analysing and problem-solving, possesses good communication skills, resilience in the day-to-day work. Plus, the ability to work autonomously and proactively. A service-oriented colleague who knows how to prioritise tasks and collaborate with a team.
- A general knowledge of the European Commission. Additional knowledge of EU policies will be considered an advantage.

## **HOW TO EXPRESS YOUR INTEREST?**

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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
  2. completed application form.

Please send these documents by the publication deadline to [COMM-REP-MT-RECRUITMENT@ec.europa.eu](mailto:COMM-REP-MT-RECRUITMENT@ec.europa.eu) indicating the call for interest reference 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 EU<sup>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> 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<sup>4</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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<sup>2</sup> 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).

<sup>3</sup> 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.

## **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 **Malta**.

The successful candidate will be engaged as a **contract agent under Article 3(a) 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 3 years**. Possible consecutive extensions of 5 years and then indefinite duration are subject to an assessment of the staffing situation of Representations at that time.

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.

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<sup>4</sup> Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this [address](#).



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.