



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 jobs 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](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Secretary

Directorate-General for Taxation and Customs Union (DG TAXUD) of the European Commission

Selection reference: TAXUD/COM/2026/1695

Domain*: Customs and Taxation

Where: Unit TAXUD.B.5 – “Customs Tariff”, Brussels

Staff category and Function Group: Temporary agent 2b – Administrative agent

Grade range: AST/SC1-2

Publication deadline: 18.09.2026 - 12.00 (Brussels time)

WE ARE

The Directorate General Customs and Taxation (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market, protected at its borders.

Directorate Digital delivery of Customs and Taxation Policies (Directorate B) is responsible for the Common Customs Tariff, including classification, suspensions and quotas for goods entering the EU. The directorate is also the digital powerhouse of TAXUD, dealing with digital policies aspects in customs and taxation, as well as with digital delivery. The directorate is in the lead for the EU Single Window Environment for Customs, and the digital delivery of the Union Customs Code, the Customs Reform, the Carbon Border Adjustment Mechanism (CBAM) and all the initiatives in customs, direct and indirect taxation, which have a daily impact on the lives of citizens and businesses. As such, the directorate also runs a large-scale digital operation which is the second largest in the Commission in terms of budget and size.

The European Parliament and Council have recently reached an agreement on a large strategic overhaul of the Customs Union and in particular the creation of an EU Customs Authority which will build and manage an EU Customs Data Hub, replacing all existing national customs systems.

The Directorate includes 130 staff with a good mix of officials, temporary and contract agents, national experts, all supported by 115 intra/extra muros, and is working with a very large number of contractors.

Within Directorate TAXUD.B, Unit B.5 "Customs Tariff" is a dynamic and motivated team of an overall total of about 40 people in charge of an interesting and diverse set of activities starting with the management of the Common Customs Tariff – the cornerstone of the Customs Union, key for the design and implementation of tariff-related EU policy such as agricultural, industrial, sanction, or commercial policies – as well as the legislative action on autonomous tariff suspensions, quotas and duty reliefs. The Unit is also managing EU-wide databases related to the above, used also by Member States and economic operators in their daily operations, and coordinating the Customs Laboratories European Network.

The unit applies a flexible approach with respect to work organisation, within the normal constraints of the work. The unit ensures integration of newcomers through mentoring and teamwork.



WE PROPOSE

An interesting and challenging position of Secretary to Unit B5.

The colleague will ensure various classical secretarial tasks to provide general administrative support and management in the Unit and its different sectors, such as management (registration, attribution, filing) and follow-up of correspondence, management of documents and translations, organisation of meetings of the Customs Code Committee, Customs Expert Group and Customs Laboratories European Network, handling the reimbursement files of delegates, assisting in the preparation of missions (mission orders, flights and hotel bookings, reimbursements), preparing documents for inter-services consultations and Commission adoption, answering and filtering the phone calls and similar. He/she will take the leadership in management of the CIRCABC, Sinapse, PICS newsgroups, and other channels of communications with MSs and stakeholders. On occasion he/she may be asked to write short notes of administrative nature, provide targeted reports (e.g. related to the work within the Comitology framework or on ongoing/completed tasks) and/or make random linguistic contributions (e.g. spelling check of short phrases).

WE LOOK FOR

The ideal candidate should have a background in office management, supported by relevant training and a minimum of 2 years of professional experience. We are looking for an official who has a strong understanding of secretariat management and is proficient in using electronic tools. Flexibility to adapt to new demands is essential. The candidate should be able to integrate well into a team and also have the ability to work independently and proactively to meet deadlines, particularly those related to meeting coordination. The candidate must be capable of effectively managing office tasks and organizing meetings. In return, we offer a motivated and supportive team environment, as well as the opportunity to benefit from flexible working hours.

The working language of the Unit is mainly English.



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 TAXUD-UNIT-B5@ec.europa.eu indicating the selection reference TAXUD/COM/2026/1695 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

- 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.

➤ What about the selection steps?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

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).



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.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

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 another 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 **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) 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\(2025\)4716](#) 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 calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

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.