



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 try several areas of move between different policy 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 / Administrative Assistant

in DG Communication of the European Commission

Representation in Slovenia

Job title: SECRETARY TO THE HEAD OF REPRESENTATION

Domain: SUPPORT STAFF

Where: REPRESENTATION OF THE EUROPEAN COMMISSION IN SLOVENIA

Function Group: FG II

Contract Type: 3a

Express your interest until: 02.10.2026 - 12.00 (noon, Brussels time)

Employment: 01.02.2027

WE ARE

We are the Representation of the European Commission in Slovenia, place of employment in Ljubljana, part of the Directorate-General for Communication (DG COMM). Our mission is to communicate EU policies and priorities in Slovenia, foster dialogue with citizens and stakeholders, and provide feedback from the national level to the European institutions.

Under the authority of the Head of Representation, the Secretary will provide broad administrative and secretarial support to ensure the smooth day-to-day functioning of the Representation. The role contributes to the effective organisation of the office by supporting coordination, document and information management, internal communication, logistical arrangements and assistance to the Head of Representation and colleagues across the team, in line with the Commission's administrative procedures and working methods.

WE PROPOSE

The Representation of the European Commission in Slovenia is seeking to recruit one secretary.

Under the leadership of the Head of Representation, he/she will assist with the administrative management of the Representation and support all colleagues to ensure efficient and transparent functioning of the Representation.

He/she will assist in administrative management of the Representation, in particular:

- Take note, write, prepare and clean notes; write and type correspondence of the Head of Representation and Deputy Head of Representation as appropriate.



- Carry out various administrative tasks as the planning, the filtering of the phone calls and the filling of documents.
- Ensure the good general administrative management of the Representation (coordination of secretaries, etc.).
- Organisation of trips, hotel reservations, transports, mission orders and costs declarations.
- Perform administrative tasks such as organisation of agendas, monitoring and follow-up of missions and meetings in the Representation.
- Provide administrative support to other members/teams of the Representation if needed.
- Follow-up of mail and emails of the Representation (recording, distribution, filling, archiving),
- handling of diplomatic pouch, mailing lists management, updating of addresses databases.
- Coordinate administrative documents and search for specific and thematic documents.
- Supervise the preparation of all mediums for meetings to which the Head of Representation and/or the Deputy Head of Representation must assist (including documental medium).
- Respect and follow related legal and administrative regulations and implementing guidelines.
- Act as e-Domec correspondent for the unit to the DG's Document Management Officer (DMO): Ensure the implementation of the e-Domec rules and concepts concerning in particular registration, filing, conservation and transfers of documents (both paper and electronic) in conjunction with the DMO (in his/her capacity of e-Domec correspondent for the DG).
- Contribute to a good communication within the Representation.
- Ensure the good internal coordination and communication between the Head of Representation, Deputy Head of Representation and the different teams.
- Ensure the logistical support in the organisation of meetings, lunches, exhibitions, conferences, visits: rooms reservations, gathering of working documents as well as the follow-up (minutes management, welcome and information to visitors).

WE LOOK FOR

We are looking for a well-organized and service-oriented colleague who is a team player.

He/she should have

- proven experience in administrative support functions
- familiarity with the European Commission's internal administrative procedures and systems (will be considered an asset)
- good analytical and communication skills
- accuracy, discretion
- ability to manage multiple tasks and deadlines effectively in a dynamic team environment
- excellent command of Slovenian language (C2 level) and very good command of English language (C1 level)
- basic EU knowledge / interest



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
 2. completed application form.

Please send these documents by the publication deadline to comm-rep-lju@ec.europa.eu indicating the call for interest reference 64387 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 EU²
- AND have a satisfactory knowledge (minimum level B2)³ 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 database⁴ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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).

³ 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 **Ljubljana, Slovenia.**

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.

Contract agents recruited in Function Group II have to successfully complete a 9-month probationary period.

⁴ 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.