



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

in DG HOME of the European Commission

Job title*: Secretary

Domain:** Support Staff

Where: Unit B.4-Visa Policy Brussels

Function Group: FG II

Contract Type: 3b

Express your interest until: 28 May 2025 - 12.00 (noon, Brussels time)

WE ARE

The Directorate-General for Migration and Home Affairs (DG HOME) develops and manages key policies to ensure an open and secure Europe, where people can enjoy their rights and freedoms with a high level of security. Our mission is to support this vision with targeted strategies on migration and security. This includes developing EU-level rules, monitoring their implementation and giving support on the ground.

The mission of unit HOME.B.4 “Visa Policy” is to develop and oversee the implementation of the common visa policy, a key component of integrated border management. The common visa policy serves a dual purpose: facilitating legitimate travel and combating irregular migration while safeguarding internal security in the Schengen area thus ensuring its smooth operation without internal borders.

The EU visa policy governs the conditions under which non-EU nationals can enter and stay in the Schengen Area for short stays (up to 90 days within a 180-day period). It establishes the list of visa-free and visa-required third countries. It has harmonized rules and procedures regarding the application process, the visa fees and the decision timelines for Schengen visas. The common visa policy is supported by the Visa Information System (VIS), a biometric database used by EU consulates to share visa applications, fingerprints, and facial images to improve security and prevent visa fraud. The common visa policy is currently undergoing a major transformation with the digitalisation of the visa procedure. This shift will replace the largely paper-based process with an online application system and introduce digital visas instead of traditional visa stickers.

WE PROPOSE

We propose an interesting position in a friendly team of 15 staff and dynamic working atmosphere. The unit is a gender-balanced team and the secretariat is composed of two persons. The successful

(Reference: Call for interest EC-2025-HOME-229932)



candidate will be in charge of the secretarial and administrative support to the unit, by performing a set of standardized tasks helping the Head of Unit and the team to deliver on their objectives (organising the agenda, missions abroad, document management, meetings, phone calls, managing the functional mail-boxes, monitor deadlines etc. and logistical matters), keeping the agenda and assisting in monitoring deadlines and work flow and assisting the Head of Unit on staff matters (leaves and absences, time management, SYSPER), newcomers, offices, etc. The successful candidate will work in a team with other administrative assistant(s) ensuring each other's backup. She/he will liaise with other colleagues in the Directorate, in the DG, as well as logistics and other services in the Commission, and relevant stakeholders outside the Commission.

WE LOOK FOR

We are looking for a colleague who is a team player, with a high sense of responsibility, adaptability and service-oriented approach. S/he should be dynamic, motivated, eager to learn, able to organise her/his work and work both autonomously and in a team. The successful candidate should have excellent planning and organisational skills, the ability to prioritise and deliver within tight deadlines, attention to details, as well as a positive and people-oriented attitude. Prior experience in secretarial and administrative work and practical knowledge of the Commission's administrative procedures and IT tools (e.g. TEAMS, ARES, POETRY, BASIS, MIPS, SYSPER, V-PASS, Webdoor/MIRA) would be an advantage. Fluency in English is required. Knowledge of French would be an advantage.

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 HOME-B4-RECRUITMENTS@ec.europa.eu indicating the call for interest reference EC-2025-HOME-229932 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.

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



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 3 years**. 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.