



EUROPEAN COMMISSION  
EUROSTAT

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## *Secretary to the Head of Unit*

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Job nr.: 290354

Function group: SC

ESTAT.01, Luxembourg

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### **We are**

Eurostat, one of the Directorates-General of the European Commission, is the statistical office of the European Union. Eurostat's mission is to provide high quality statistics and data on Europe.

Eurostat co-ordinates statistical activities at Union level and more particularly inside the Commission.

Unit ESTAT.01 is responsible for providing efficient internal and external communication and public relations for Eurostat and for steering and coordinating inter-institutional and external relations in the area of statistics. The Unit reports directly to Eurostat's Director-General.

The Unit develops and coordinates the overall strategy for Eurostat's internal and external communication activities. These include planning and organising events and awareness campaigns, drafting communication material for internal and external audiences, writing speeches and providing advice to Eurostat units and management on communication-related initiatives. Unit ESTAT.01 manages Eurostat's intranet pages, including the 'News of the Day' section. Providing coverage of corporate events at European and international level and acting as the contact point on communication issues for other parts of the European Commission and international organisations are also part of the Unit's remit.

### **We propose**

We are a friendly, multicultural and dynamic Unit. We propose a varied and interesting job in the field of administrative and organisational support. The successful candidate will provide secretarial assistance to the Head of Unit and officers, including the following tasks:

- A range of general secretarial duties, managing the e-mail exchange and outlook calendar, preparing letters and correspondence, support for the organisation of meetings and events;
- Ensuring that the logistic needs of the Unit, such as space, infrastructure, office supplies and inventoried goods are met;

- Assisting in welcoming and informing outside visitors and keeping abreast with security regulations;
- Managing information and procedures on missions, holidays, leave and absence records and similar personnel administration formalities;
- Following-up on administrative arrangements and document management, using the relevant IT applications, following up and respecting deadlines;
- Helping to prepare working documents for committees, conferences and other meetings;
- Facilitating and supporting communication within the Unit;
- Preparing agendas and taking minutes of internal meetings on communication;
- Providing administrative back-up for staff on selected communication work, including the publication of Eurostat's intranet site daily content.

There is currently an open vacancy in ESTAT.01. According to Article 29 of the Staff Regulations, the appointing authority shall first consider whether the post can be filled in by internal candidates of the Commission, officials from other EU Institutions and laureates of open competitions in that order of priority. The post is therefore also published internally in the Commission and inter-institutionally, and it is also brought to the attention of competition laureates via the appropriate channels. However, should no suitable candidate be found among the aforementioned categories, it will be possible to consider other candidates, for a temporary agent position. For these reasons, any person fulfilling the selection requirements may express his/her interest for the post.

### **We look for**

We are looking for a motivated, dynamic and well-organised person with good secretarial and administrative skills, high sense of initiative and responsibility, and, ideally, with an interest in communication.

They should be a service-oriented team player and possess strong communication and interpersonal skills. The ability to set priorities together with a high level of consideration for the needs of colleagues and external users are essential.

The ability to work with Word, Excel and PowerPoint is essential. A good knowledge of Commission administrative procedures and IT-based tools, such as ARES, MIPS, SYSPER, AGM is welcome.

A very good knowledge of English is required; knowledge of French and/or German would be an asset.

The main working language of the unit is English.

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

In order to be eligible for the post, the candidate must, as a minimum, fulfil the following conditions:

- a) be a national of one of the Member States of the Union and enjoy his/her full rights as a citizen;
- b) to have fulfilled any obligations imposed on him/her by the laws concerning military service;
- c) produce the appropriate character references as to his/her suitability for the performance of his/her duties;
- d) be physically fit to perform his/her duties; and
- e) produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

In addition, candidates must have at least:

Post-secondary education of at least 1 year attested by a diploma directly related to the nature of the duties and at least 4 years of professional experience directly related to the duties,

or

A level of secondary education attested by a diploma giving access to post-secondary education followed by at least 7 years of professional experience directly related to the duties,

or

Professional training (equivalent to European Qualification Framework Level 4 — [http://ec.europa.eu/ploteus/search/site?f%5B0%5D=im\\_field\\_entity\\_type%3A97](http://ec.europa.eu/ploteus/search/site?f%5B0%5D=im_field_entity_type%3A97)) of at least 1 year followed by at least 7 years of professional experience. Both the training and experience must be directly related to the nature of the duties.

The professional experience requested for the selection procedures above may have been gained, for example, in private companies, in international organisations and/or bodies, EU institutions and/or agencies, national and/or regional administrations, academia, research institutes, industry, non-governmental organisations or as a self-employed activity and will only be taken into account if it:

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- is subject to the following conditions:
  - ✓ traineeships: if remunerated,
  - ✓ compulsory military service: completed before or after the required diploma for a period not exceeding the statutory duration in your Member State,
  - ✓ maternity/paternity/adoption leave: if covered by an employment contract,

- ✓ doctorate: for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
- ✓ part-time work: calculated pro-rata on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months.

## **Selection procedure**

No applications will be accepted after the closing date and time of the vacancy. The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted.

Due to the large volume of applications received, only candidates selected for interview will be notified.

Should they be chosen, candidates will be requested, as part of the actual recruitment procedure, to supply documentary evidence, in original, in support of the statements made in the application.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only.

Should a position be offered, candidates will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission medical service.

## **Type of contract**

The successful candidate will be engaged as a temporary agent under Article 2(b) of the CEOS in **function group SC, grade 2**.

He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within that grade, in accordance with Commission Decision C(2013)8970.

The duration of the contract is **three years**.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

## **Pay**

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](#).

The place of employment will be in Luxembourg.

### **How to apply**

The interested candidates should send their CV and motivation letter respecting the deadline of the vacancy to the following email address:

[ESTAT-HR-CORRESPONDENT@ec.europa.eu](mailto:ESTAT-HR-CORRESPONDENT@ec.europa.eu)

Please mention in the subject of your application the title of the job “*Secretary to the Head of Unit*”.

### **Appeals**

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR ([HR-MAIL-E2@ec.europa.eu](mailto:HR-MAIL-E2@ec.europa.eu)).

### **Equal opportunities**

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

### **Data Protection**

Candidates who applied for a vacant post but were not selected, will have their CVs stored in the HR database for a period of 12 (twelve) months in case other mobility opportunities open in the future. This processing falls under the headhunting policy of DG HR and is covered by DP record DPR-EC-14128.

For information related to Data Protection, please see the Specific Privacy Statement on the Eurostat website.