

Vacancy Notice

for establishing a reserve list

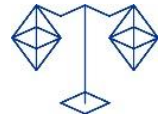
Administrative Assistant

Job title:	Administrative Assistant
Reference number:	EPPO-2025-FGIII-004
Type of contract:	Contract staff (initial contract of 3 years), full-time
Function group and grade for external selection:	FG III
Function group and grade for inter-agency selection:	FG III
Salary:	Minimum basic monthly salary € 3.374,39 (at grade 8) and benefits; see further information below
Place of work:	LUXEMBOURG, teleworking modalities available
Closing date:	18 August 2025 at 23:59 (CEST) ¹

The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of **Administrative Assistant**.

The EPPO is a new and fast-growing EU body responsible for investigating, prosecuting and bringing to judgment crimes against the financial interests of the EU. If you are interested in being part of a dynamic multicultural organisation, check out [our website](#) where you will find more information about career opportunities at the EPPO, and living and working in Luxembourg.

¹ Published on 18 July 2025



1. THE ROLE

As an Administrative Assistant, you will provide support to the European Prosecutors and the European Delegated Prosecutors. In addition, as a member of the College Secretariat Unit, you will be called to support the Unit's European Prosecutors' Administrative Support Team in its different functions, when needed.

2. YOUR TASKS AND RESPONSIBILITIES

Your responsibilities may include:

- Providing comprehensive administrative and logistical support to the European Prosecutors, European Delegated Prosecutors, and other EPPO staff.
- Managing diaries/agendas, emails, and mail correspondence.
- Handling travel and accommodation arrangements, ensuring compliance with the Missions Guide, and processing reimbursement claims using MIPS.
- Organising meetings, events, trainings, and conferences, including logistical aspects such as facilities arrangements, preparation of agendas and documents, sending invitations, and coordinating reimbursement of experts.
- Drafting letters, statistics, and reports, taking minutes and notes, and preparing presentations and internal administrative files.
- Being responsible for the receipt, distribution, and registration of all correspondence using ARES.
- Assisting in document management for both electronic and physical archives (classified or unclassified), ensuring relevant files are up to date.
- Supporting the integration of new team members.
- Performing any other administrative duties as requested.

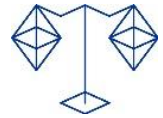
3. BASIC ELIGIBILITY REQUIREMENTS

To be considered eligible, you must satisfy each of the following basic eligibility requirements by the application's closing date:

GENERAL REQUIREMENTS²

- Be a national of one of the Member States of the Union and enjoy full rights as a citizen;

² Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS



- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to the suitability for the performance of your duties³;
- be physically fit to perform your duties⁴; and
- produce evidence of a thorough knowledge of one of the official languages of the EU⁵ and of a satisfactory knowledge of another official language of the EU, to the extent necessary for the performance of your duties.

EXTERNAL APPLICANTS

A level of education which corresponds to:

- 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, after the award of the diploma, have acquired at least **three (3) years** of appropriate professional experience.

INTER-AGENCY APPLICANTS

For FGIII

- You are contract staff 3(a) or 3(b), on the closing date for applications and on the day of filling the post, are engaged within the current agency or institution in the function group III;
- You have served for at least three years as contract staff within the current agency or institution;
- You have the qualifications, skills and experience required.

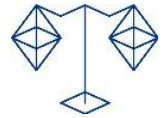
For FGII

- You have passed at EPPO a general selection procedure of FGIII;
- You have served as contract staff 3(a) at the current agency or institution without interruption between contracts for more than two years;

³ If successful, you will be asked to provide, prior to recruitment, a formal certificate confirming the absence of any criminal record from pertinent authorities.

⁴ Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centres to confirm that the requirements of Article 82 (3) (d) of the Conditions of Employment of Other Servants of the EU are met.

⁵ The official languages of the European Union: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.



- You have been reclassified in the next grade in the same function group in accordance with Article 87 (3) of the CEOS;
- You have a level of education which corresponds to 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, after the award of the diploma, have acquired at least three (3) years of appropriate professional experience.

4. SELECTION CRITERIA

The following experience and competencies will be assessed throughout the different phases of the selection procedure.

Please note: All essential criteria are mandatory, meaning that no application will be assessed further if an applicant candidate does not fulfil all the essential criteria. You must provide specific examples of how you meet both the essential and advantageous requirements in the application form.

Essential:

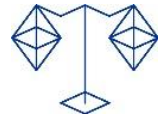
- At least **three (3) years** of relevant professional experience linked to the tasks outlined in Section 2 ('Your tasks and responsibilities') above;
- Experience in organising events such as meetings, conferences, etc.;
- Proficiency in MS Office applications: Word, Excel, Outlook, and PowerPoint;
- Excellent knowledge of English, both written and spoken, at least at level C1⁶; *English is the working language of the EPPO and will be used during the selection process.*

Advantageous:

- Experience as an Administrative Assistant and/or Secretary to judges, prosecutors, or other senior management;
- Knowledge of at least one of the EPPO languages⁷, at least at level C1, in addition to your mother-tongue and English;
- Knowledge of the administrative procedures of the EU institutions, bodies and agencies and knowledge of the IT tools and applications used in the EU institutions (e.g. MIPS, ARES, Sysper, AGM, etc.).

⁶ Cf. Language levels of the Common European Framework of reference:
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

⁷ Bulgarian, Croatian, Czech, Dutch, Estonian, Finish, French, German, Greek, Italian, Latvian, Lithuanian, Luxembourgish, Maltese, Portuguese, Polish, Romanian, Slovakian, Slovenian, Spanish and Swedish.

**Interpersonal skills:**

- a) Excellent planning, organisational, and analytical skills;
- b) Strong and effective communication skills, both oral and written;
- c) Being able to recognise and deal with personal and sensitive information with the highest degree of discretion and confidentiality;
- d) Ability to work effectively both independently and as part of a team, managing multiple projects and tasks simultaneously;
- e) Customer service orientation and keen attention to detail;
- f) Resilience to stress, ability to perform multiple tasks and to meet tight deadlines while maintaining high-quality standards in a dynamic environment.

5. YOUR SALARY AND BENEFITS

For external selection

Successful candidate(s) may be offered a contract as a contract agent of the type 3(a) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of three (3) years, which may be renewed for an indefinite period.

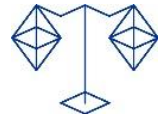
Successful candidate(s) who will be offered a contract of employment will, on their entry into service, be placed in grade 8, 9 or 10 of function group III, depending on the length of the professional experience. The basic monthly salary for Function Group FGIII, Grade 8 is currently € 3.374,39 (Step 1).

For inter-agency selection

Successful candidate(s) may be offered a contract of the type 3(a) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS) which ensures continuation of the candidate's employment and career. The contract shall be concluded without interruption of the contract concluded with the agency or institution of origin within the same grade, seniority and step as the preceding contract.

For the engagement of contract staff 3(b) from a Union agency or Institution, the Authority Authorised to Conclude Contracts of employment ('Administrative Director') shall conclude a 3(a) contract and apply Article 2 of Annex III of the decision No 086/2021 of the College of the European Public Prosecutor's Office of 8 September 2021.

Where a contract staff is engaged in the next function group, the Authority Authorised to



Conclude Contracts of employment ('Administrative Director') shall conclude a new contract of contract staff 3(a) and shall apply the provisions of Article 3(2), (3) and 4(a) of Annex III of the Decision No 086/2021 of the College of the European Public Prosecutor's Office of 8 September 2021.

In addition to the basic salary, the following benefits might apply:

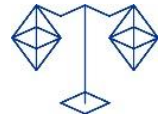
- Additional specific allowances (e.g. expatriation, household, dependent child, installation), depending on the individual's family situation and the place of origin;
- Flexible work arrangements – hybrid work regime, such as flexible working hours, teleworking;
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service;
- Opportunities for management career development in the EU Public Service.

The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.

6. HOW TO APPLY

1.	Download and fill in the EPPO Application form – it can be found on our website: https://www.eppo.europa.eu/how-to-apply
2.	Save your completed form as follows: SURNAME_Name_Reference number
3.	Send the completed EPPO Application form, <u>in PDF format</u>, to our Selection and Recruitment team EPPO-RECRUITMENT@eppo.europa.eu by 18 August 2025 at 23:59 (CEST).
4.	In the email subject line, please mention the reference of this vacancy, followed by your surname: Subject: Reference number_SURNAME

Please note that the reserve list will be valid **until 31/12/2026**, and might be extended.



Annex to the Vacancy Notice

1. Application procedure

Please refer to the job description under “Your tasks and responsibilities” for detailed application instructions.

- **Eligibility:** Candidates are required to carefully check, in advance of submitting an application, whether they meet all the eligibility criteria depending on the type of selection: external, internal or inter-agency – particularly concerning the required types of diplomas and professional experience, their linguistic abilities as well as type and grade of contract.
- **Security clearance:** The candidate must either be a holder of a valid security clearance up to the level of “SECRET UE/EU SECRET” or be willing to undergo the national security vetting procedure (in order to be allowed to perform the job).
- **Language:** English is the working language for operational and administrative activities of the EPPO, as established in the Decision 002/2020 of the College of the EPPO of 30 September 2020 on Internal Language Arrangements. All applications must be in English. The interview will be held in English and other required language, if applicable.
- **Application form:** Applications not sent using the EPPO application form will be disqualified and treated as non-eligible, as will incomplete and/or not readable applications and not sent in PDF format.

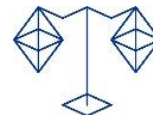
- **Professional experience** (FOR EXTERNAL SELECTION):

Any given period may be counted only once (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period).

Part-time work experience will be counted in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.

Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated above shall be taken into consideration as professional experience if official documentation is provided.

Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or



any other official document (for example a tax document) showing clearly the length of the relevant professional experience.

- **Education** (FOR EXTERNAL SELECTION):

Only qualifications awarded in EU Member States or subject to equivalence certificates issued by the authorities in the EU Member States will be taken into consideration. Candidates holding lower level diplomas from outside the EU (e.g. Bachelor's Degrees) along higher-level diplomas from an EU Member State University (e.g. Masters' Degrees), may not need recognition for their lower level diploma(s).

UK diplomas granted before 31/12/2020 may also be recognized without equivalence.

For diplomas awarded in non-EU countries, a NARIC recognition is required.

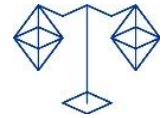
PhDs may be counted as professional experience only for candidates having received a study grant or salary throughout the length of their PhD program, with a maximum length of recognition equalling three years, and provided that the program has been successfully concluded by the closing date for applications.

- **Supporting documents:** e.g. certified copies of degrees/diplomas, references, proof of experience, etc. should not be sent at this stage, but must be submitted at a later stage of the procedure upon request of the EPPO.
- **Application deadline:** The EPPO will disregard any application sent after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

Please note: Due to the high number of applications received in each selection procedure, only candidates shortlisted for interview will be contacted. All candidates will be informed when a procedure is closed.

2. Selection procedure

1. **Assessment of application:** The applications are assessed by a Selection Board against the related eligibility requirements and the selection criteria.
2. **Job interviews and written tests:** The most suitable candidates, are invited for an interview with the Selection Board and for a written test who best correspond to the profile sought and on condition that they have achieved a score of at least 60% during the evaluation of applications.



The EPPO is committed to providing access to all persons with disabilities and will provide necessary and reasonable accommodations to enable everyone to participate in its selection processes. If you require specific equipment or support, please let us know via email at EPPO-RECRUITMENT@eppo.europa.eu.

3. **Reserve list:**

The Selection Board proposes, to the Administrative Director, a list of adequately skilled candidates to be included on a reserve list (talent pool) who most correspond to the profile sought and who receive at least 60% of the maximum points of the combined interview and written test.

Candidates placed on the reserve list may be considered for a position within either the EPPO or, after eventual agreement by the EPPO, one of the EU Agencies.

4. **Second job interview:** In line with the applicable rules, candidates on the reserve list may be invited for a second interview with the Head of Unit/Sector.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), **the appointed candidate is required to make a declaration of interests** before the recruitment.

The EPPO Appointing Authority will examine whether the successful candidate has any personal interest which may impair their independence or any other conflict of interest in relation to the position offered, and will adopt appropriate measures accordingly.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to make the best possible match between the profile of the candidate and the requirements of the job.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

3. **Equal opportunities**

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national



minority, property, birth, disability, age or sexual orientation.

4. Data Protection

Personal data for this purpose are processed and stored by the EPPO in accordance with [Regulation 2018/1725 on the processing of personal data by Union bodies](#). For details on the processing, your rights and how to exercise these, please see [the dedicated data protection notice](#), as also displayed on the same page on which to download the application form for this vacancy.

For questions or assistance in or related to this processing or the exercise of your rights, the controller is the EPPO, and for this process coordinated by the Head of Human Resources, who can be contacted by email to EPPO-RECRUITMENT@eppo.europa.eu. You may also contact the Data Protection Officer of the EPPO directly at EPPO-DPO@eppo.europa.eu and/or the European Data Protection Supervisor at edps@edps.europa.eu.

5. Appeals

Candidates, who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

European Public Prosecutor's Office (EPPO)
For the attention of the Appointing Authority
EPPO-2025-FGIII-004 – Administrative Assistant
11, Avenue John F. Kennedy
1855 Luxembourg
Luxembourg

Email: EPPO-RECRUITMENT@eppo.europa.eu

The complaint must be lodged within three (3) months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting them.