

Vacancy Notice for the position of Events and Administrative Assistant

Reference: GHEDCTP3/2025/CA/06

Type of contract	Contract Agent 3a
Type of publication	External
Grade for external publication	FGIII
Duration of contract	3 years (renewable)
Place of employment	Brussels, Belgium
Date of publication	3 September 2025
Deadline for applications	22 September 2025 at 23:59 CET (Central European Time / Brussels time)
Reserve list valid until	31 December 2026

Number of persons to be selected for the reserve list: 4

Number of persons to be recruited: 1

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1. Introduction

The Global Health European & Developing Countries Clinical Trials Partnership 3 Joint Undertaking (Global Health EDCTP3 JU) is a partnership between the European Union and the EDCTP Association, uniting over 40 African and European countries.

The JU tackles global health challenges in sub-Saharan Africa through supporting collaborative research and innovation activities to develop new medicines, vaccines and diagnostics that can save lives across sub-Saharan Africa and around the world.

The JU supports all phases of clinical evaluation (phases I-IV), with a particular emphasis on late-stage product development. It also supports research capacity development, networking activities, and contributes to strengthening global health security.

Global Health EDCTP3 JU is established until 31 December 2031 and is located in Brussels, Belgium.

For more information, please visit the Global Health EDCTP3 website : https://www.global-health-edctp3.europa.eu/index_en

2. Job description

The GH EDCTP3 JU is organising a call for expressions of interest with a view to recruiting and establishing a reserve list of Contract Agent (3a) for the position of **Events and Administrative Assistant (FGIII)**.

2.1 Profile

Under the supervision of the Head of Administration and Finance, the jobholder will be responsible for supporting the running of the premises. He/she deals on a daily basis with the activities in facility management/ physical security and safety, property control and inventory, and administrative support concerning facility management.

2.2 Tasks

Duties and responsibilities

The Events and Administrative Assistant's main duties and responsibilities will include, but not limited to the following:

Budget and finance

- Prepare mission orders and reimbursements of mission costs in MIPS for the Head of unit and provide support to the unit in line with the budget and travel policies in place;
- Assist in launching procurement procedures, orders, contracting and payment process;
- Follow-up/establishment of framework contracts for the Administration and Finance Unit as needed;
- Provide support for the monitoring of experts management (contracts and payments);
- Monitor and supervise service providers and building and renovation contracts.

Document management

- Coordinate the creation, maintenance and retrieval of official documents and their annexes in accordance with the regulations in force and the established signature workflows;
- Provide administrative support for the preparation of dossiers/briefing files related to internal and external meetings (committees, conferences, meetings, etc.);
- Liaise with the relevant Units for document follow-up and updates.

Events and administrative support

- Providing support in the organisation of meetings rooms and conferences;
- Coordination of cleaners, inspection of cleaning works;
- Assisting in the planning and managing of office allocations and office removals and liaising with external and internal stakeholders to organise moves;
- Coordination and support of internal catering services and contractors;
- Assist for the organisation of conferences and events, also in support for the organisation of Corporate meetings and events when necessary.

3. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following requirements, to be fulfilled by the closing date for applications and maintained throughout the selection procedure and appointment:

3.1 Nationality

- Be a national of a member state of the European Union;

3.2 Education and professional experience

- Have a level of post-secondary education attested by a diploma¹ or ;
- Have a level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, at least three (3) years full-time of appropriate professional experience;

3.3 Languages

- Have a thorough knowledge of one of the official EU languages² and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained, which can demonstrate their language skills).

Candidates should clearly specify each criterion (nationality, diploma, and languages) in their application.

Failure to comply with any of the eligibility criteria or failure to mention them in the applicant's application will result in the disqualification of the applicant.

¹ Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

² Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

4. Selection criteria

Eligible candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled by the closing date of applications:

4.1 Essential qualifications and experience

- Suitability to perform the tasks described in point 2.2;
- Demonstrated professional experience of at least 3 years in a monitoring and controlling the use of financial resources;
- Sound knowledge of financial, budgetary, accounting and procurement rules, preferably in the public sector;
- Knowledge of EU financial framework, policies and procedures;
- Professional experience in working in a multicultural, international and multidisciplinary environment;
- Very good written and spoken English (native or near-native level).

4.2 Advantageous criteria

- Competence and experience in working with SUMMA and other relevant financial information systems;
- Proven experience in the development and automation of reporting;
- Proven experience in tasks associated to financial coordination, supervision and verification;
- Ability to use electronic office tools (Word, Excel, PowerPoint, Outlook, MS Teams, etc).

4.3 Behavioural competences

- Ability to conceptualise problems, identify and implement solutions;
- Ability to analyse, structure information and deliver in a structure way;
- Eye for detail, accuracy;
- Ability to work under pressure and prioritise tasks in a demanding working environment;
- Ability to work in a proactive and autonomous way.

Candidates are invited to be as detailed and as clear as possible when describing their professional experience and specific skills and competences in their application. In order to be evaluated in the best possible way, candidates are advised to give evidence of their knowledge and detailed professional experience with specific examples and detailed professional experience.

5. Conditions of Employment

The successful candidate will be appointed as a **Contract Agent, FGIII**, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union, for a period of three years, with a probation period of 9 months. After an evaluation of the post holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of the GH EDCTP3 JU.

Remuneration:

The successful candidate who is offered a contract of employment will be graded on entry into service in FGIII. The basic monthly salaries for a Contract Agent, FGIII, as of 1 April 2025 in Brussels, are:

- FGIII, grade 8, step 1: EUR 3.374,39 (for less than 5 years of professional experience after obtention of diploma)
- FGIII, grade 9, step 1: EUR 3.817,90 (between 5 and 15 years of professional experience after obtention of diploma)
- FGIII, grade 10, step 1: EUR 4.319,71 (for more than 15 years of professional experience after obtention of diploma)

In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation or foreign residence allowance, family allowances including household allowance, dependent child allowance, pre-school allowance and an education allowance.

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

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) of the European Union, which is available on the following web page:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

6. Important note

Candidates are invited to read the [ANNEX](#) that represents an integral part of this vacancy and provides information on how to complete the application, the steps of the selection process and appeal procedures.