



**EUROPEAN UNION**  
**DELEGATION OF THE EUROPEAN UNION**  
**TO BARBADOS, THE EASTERN CARIBBEAN STATES AND THE OECS,**  
**COVERING RELATIONS WITH THE EU'S CARIBBEAN OVERSEAS COUNTRIES AND**  
**TERRITORIES**

## **VACANCY NOTICE**

### **JOB TITLE: SECRETARY**

### **LOCAL AGENT GROUP III**

Ref: 512361 – Secretary – Regional Partnerships Unit

Date: 18 May, 2026

#### **We are**

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an **important** role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The Delegation of the European Union to Barbados, the Eastern Caribbean States and the OECS, covering relations with the EU's Caribbean Overseas Countries and Territories, works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with Barbados, the Eastern Caribbean States and the OECS, covering relations with the EU's Caribbean Overseas Countries and Territories governments in areas that are part of the EU's remit.

#### **We offer**

The post of Secretary (Local Agent Group III) in the Delegation's Regional Partnerships Unit – Global Gateway Climate/Energy Investments, under a fixed-term employment contract of two years, with a possibility of renewal under reserve of budgetary availabilities and operational considerations. For internal candidates holding an indefinite-term contract, alternative contractual arrangements may apply in accordance with institutional policies. There are occasional atypical working hours.

Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. The successful candidate **will serve under the supervision and responsibility** of the Team Leader in the framework of the implementation of actions and Global Gateway initiatives within the MIP 2021-2027, to provide general administrative, logistical and document management support services to the Team.

Following main tasks and duties are currently required:

- Coordinate inputs into various operational and reporting processes (annual reports, risk assessments, leave and travel planning, etc.) and compile relevant information into the relevant templates and systems.
- Coordinate the maintenance of updated factsheets, PowerPoint, data on programme.
- Answering and screening incoming calls.
- Prepare correspondence, minutes, duty free letters, and assist with any other secretarial and administrative requests of the Team.
- Organise incoming and outgoing mail, including electronic registration in relevant systems.
- Maintain an efficient and effective filing system for the Team, assuring easy retrieval of pertinent documents.

- Organise the mission of members of the Team (travel arrangements, authorisation, reservations, expense claims, etc.).
- Assist with the administration of the Team's leave, absences, work plan, and any area related to personnel management.
- Organise logistics, coordination and set up of meetings, conference and events, including visits from Headquarters etc.
- Provide back-up support to other Team and the office of the Head of Unit/Deputy Head of Unit – Regional Partnerships during absence of the respective secretaries.
- Execute at the request of the Team Leader, such other general administrative support tasks as deemed necessary in the interests of the Delegation.
- Keep abreast about developments related to the section portfolio and main issues concerning the section
- Under the guidance of officers in the Team, conduct research, compile and prepare reports and other materials as required.

The base salary will depend on relevant and verified employment experience, typically starting from BBD 5658 to BBD 9482 (last step). There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

Local Agent conditions apply to this post. CARICOM citizens are eligible and should possess the CARICOM Skills Certificate (where applicable).

#### **Minimum requirements / eligibility criteria (necessary for the application to be considered)**

- Post-secondary school certificate in Business Administration, Secretarial Studies and/or Office Management from a recognised institution OR in absence of one of the aforementioned qualifications: relevant professional experience as indicated below of at least 7 years.
- Minimum of 3 years *relevant* experience preferably in a diplomatic and/or international establishment or in a position with a similar scope.
- Good knowledge of IT tools for e.g. Microsoft Word, Excel, PowerPoint and Outlook.
- Excellent command of English (C1 level) oral and written
- Right to residence and work in Barbados

#### **Assets/selection criteria (basis for awarding points to select the best applicant)**

- Prior professional experience with European Union and/or European Member States offices would be considered an asset.
- Knowledge of other IT tools or programming would be considered an asset.
- Ability to Work effectively in a multicultural and multilingual team environment.
- Ability to communicate clearly and draft well/precisely.
- Ability to grasp instructions and directions rapidly.

#### **How to apply**

The applicant must apply by sending in pdf format

- a **cover letter**, signed
- a *Curriculum Vitae* (to include, at the minimum, period of employment, exact job titles, employers names and detailed tasks descriptions) using one of the **Europass format/template**

all documents to the following email address:

[eeasjobs-035@eeas.europa.eu](mailto:eeasjobs-035@eeas.europa.eu)

And mention in the email' subject:

“ Ref: 512361 – SECRETARY (RPU)”

**no later than 11 June, 2026.**

**Caution:** The applicant must verify that he/she fulfils all the conditions. For easy verification, the applicant must mark all the squares  relating to each document or application condition. The absence of one of these conditions or documents is a reason for the rejection of the application

### **The process**

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based assessment of the information provided in the cover letter, CV; practical testing and interviews. At least 3 of the best candidates will be invited to the final phase of the selection process.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to the Delegation's Administration.

The successful candidate will be subject to a medical check.

Candidates who wish to lodge a complaint regarding the recruitment process may submit a written communication to the functional mailbox to which they sent the initial application. Upon receipt, the Delegation will review the matter and, where appropriate, consult Headquarters before providing a response.

### **EQUAL OPPORTUNITIES:**

The European Union is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EU is committed to promoting gender equality, preventing discrimination on any grounds and ensuring a zero tolerance approach to any form of harassment. It actively welcomes applications from all qualified candidates from diverse backgrounds. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

If pre-selected, candidates with disabilities are invited to contact the Delegation ([delegation-barbados-hoa@eeas.europa.eu](mailto:delegation-barbados-hoa@eeas.europa.eu)) in order to accommodate any special needs and provide assistance to ensure equality of opportunities with other candidates.

If a candidate with a disability is selected and recruited, the EEAS is committed to appropriate measures in order to accommodate his or her special needs to the working place or working conditions in accordance with Art 4 of the Decision ADMIN(2025)13 of the Director-General for Resource Management of the European External Action Service on providing reasonable accommodation for local staff with disabilities working in Union Delegations.

### **DATA PROTECTION NOTICE:**

[https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment\\_en](https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment_en)