

The Delegation of the European Union to Afghanistan is looking for: Secretary (Local Staff)

We are

The European Union (EU) is an integrated partnership between 27 European countries. It plays an important role on the international scene through diplomacy, trade, development aid. It is working with a wide range of actors at international and national levels. Its Headquarters is in Brussels, Belgium. The EU is represented worldwide through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of Embassies.

We offer

We offer a post of Secretary in the Cooperation Section of the EU Delegation. The recruited person will work in a multicultural working environment. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation.

The successful candidate will serve as technical and support staff under the supervision and responsibility of the Head of Cooperation. She/he will assist with general secretarial tasks such as clerical work, schedule appointments, update calendars, draft notes, process and register notes/e-mails/ letters, electronic and paper filing, minutes taking of meetings, facilitate meetings including access to the EU compound for external visitors, organise events and missions, translate documents.

The fixed term employment contract is of one year duration, starting with a 3-month probationary period. The length of the working week shall be 37.5 working hours. The Delegation premises are located at Charahi Sedarat, Shahr-e-Naw, Kabul Afghanistan.

The post falls under Group 3 of the Delegation's salary scheme. The details will be communicated upon finalizing the recruitment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

Selection Criteria

Minimum requirements:

1. Medically fit to perform the required duties.
2. Enjoys civil rights and permit for employment under local law.
3. Secondary education attested by a diploma giving access to post- secondary education
4. Professional experience of at least 3 years with exposure to areas pertaining to international aid
5. Fluent knowledge (read, write, speak) of English, Pashto and/or Dari (minimum level B2)
6. Good computer skills on MS Office tools

The following will be considered an asset:

1. Knowledge about the European Union
2. Post-secondary education attested by a diploma
3. Highly motivated, ability to deal with stressful situations, comfortable to work in an international environment.
4. Experience in secretarial positions
5. Experience in International Organisations and/or Diplomatic Missions
6. Knowledge of French and/or Farsi
7. Knowledge of using AI and virtual meetings applications

How to apply

The applicant must apply by sending:

- A Cover Letter
- A curriculum Vita, (to include, at the minimum, exact job titles, employers' names and detailed tasks descriptions) using europass template (<https://europass.europa.eu/en/create-europass-cv>)
- Scanned copies of relevant diplomas/certificates of degrees and work experience.
- At least two references from previous job-related experiences.

Submission email address: eeasjobs-147@eeas.europa.eu with position title and reference number in subject of the email.

The deadline is 23 July 2026, 23:59 hrs (Kabul local time).

Failure to submit all the required documents and template will result in disqualification of the application.

The Delegation will not supply additional information or discuss the selection procedure by telephone. Please address any queries concerning this procedure to delegation-afghanistan-hr@eeas.europa.eu.

The procedure

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase, which may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

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-afghanistan-hr@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure equality of opportunities with other candidates.

DATA PROTECTION NOTICE:

https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment_en