



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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Viešojo valdymo agentūrai
LR užsienio reikalų ministerijai
LR susisiekimo ministerijai

2026-07-

Nr. (76.2.5E) S76-

DĖL NAUJO DARBO SKELBIMO PERSIUNTIMO

Persiunčiame Europos Sąjungos aviacijos saugos agentūros (EASA) raštą, kuriuo informuojama apie naują darbo skelbimą administracinio asistento pareigybei.

PRIDEDAMA: 5 lapai.

Vyriausiasis patarėjas,

Tomas Gražiūnas

Laikinais atliekantis Lietuvos nuolatinio atstovo Europos Sąjungoje funkcijas

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Administrative Assistant

Type of Selection: External

Contract Type: Contract agent

Function Group: FG III

Section:

Deadline for application: 28/07/2026 at 23:59 CEST

Experience Level: Professional

Approx. number of candidates on reserve list: 25

Location: Cologne, Germany

Monthly gross compensation (€): 3,374.39 - 4,319.71

EASA is the leading aviation authority in Europe. A career at EASA means contributing to our vision for an ever safer and greener civil aviation. As an EASA employee, you will be making a difference to the lives of about 500 million fellow Europeans: this is our shared purpose and it could be yours, too. From our headquarters in Cologne, Germany, you will work with top experts in a multicultural work environment. [Diversity and Inclusion](#) are part of our DNA and innovation is at the heart of what we do. We ensure that aviation is safe in all phases: beginning with the certification of the aircraft to the rules for the air operation and crew. For more information about the Agency please consult our [website](#) and take a look at our [organisation structure](#). Are you interested to contribute to our mission? Then see below what it takes to accomplish the role.

We are an equal opportunities employer, committed to diversity and non-discrimination. To further enhance the diversity of our workforce, we particularly encourage applications from female candidates.

Job Overview

We are looking for organised and service-oriented Administrative Assistants who are committed to delivering high-quality support in a dynamic public administration environment.

Successful candidates will contribute to the smooth running of our organisational units by providing professional administrative and coordination support.

General Accountabilities

- Providing general administrative, technical and organisational support services (e.g., organisation of meetings and events, taking meeting minutes, preparation of documents, providing reliable customer service by handling incoming requests in a timely manner, encoding activities in appropriate IT tools, acting as a liaison between customers and EASA internal units)
- Supporting and implementing processes and workflows, and contributing to their development and improvement
- Contributing to the smooth management of projects
- Supporting the organisational planning, reporting and monitoring activities
- Supporting financial processes (e.g. budget planning, monitoring and reporting, invoicing, financial documentation, contract management, reimbursements)
- Assisting in drafting, editing and formatting of documents/reports
- Managing incoming and outgoing communications with stakeholders and other partners and providing a reliable customer service
- Monitoring and following-up of pending files with respect to deadlines
- Managing data, and updating databases and document management systems
- Coordinating document management activities and monitoring requests for action (receipt, processing, follow-up, and filing of documents, reports and correspondence, monitor deadlines, archiving, etc.)
- Contributing to the development of IT systems and digitalisation of processes (e.g., collecting user specifications, performing testing, preparing instructions, training)

Admission criteria

The following constitute eligibility and essential criteria for the role and for being admitted to the selection process. Candidates not fulfilling these criteria by the deadline for applications, will be excluded from the selection:

- Have a thorough knowledge of one of the languages of the European Union (at least level C1) and a satisfactory knowledge of another language of the EU to the extent necessary for the performance of the duties (at least level B2). One of the required languages shall be English[1]
- Be a national of a Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland
- Have a level of post-secondary education attested by a diploma before the closing date of this vacancy
OR
have a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 (three) years, obtained by the closing date of this vacancy
- Have recent professional experience in providing administrative support in at least one of the following areas: document and data management, financial procedures support, meetings management, correspondence handling and maintaining accurate administrative processes in accordance with organisational policies and procedures.

The following constitute advantageous criteria for the role. Candidates not fulfilling these criteria will not be excluded from the selection:

- Proven experience and/or knowledge in applying public sector rules and regulations (e.g., national public sector rules, but also EU Staff Regulations and EU Financial Rules)
- Proven experience in dealing with internal and external stakeholders
- Experience in coordinating and/or managing projects

- Experience with a range of digital tools and systems for process management, financial flows and document management, such as SAP or similar ERP (Enterprise Resource Planning) tools, Concur, ARIS
- Proven work experience in a multicultural environment

[1] English oral and written skills will be assessed throughout the assessment phase. Further language assessment may be organised, where necessary, to verify compliance with the requirement to demonstrate knowledge of two EU languages.

Selection criteria

The selection process is based on the assessment of the Professional Skills and Behavioural Competences listed below. While these are considered critical to perform the role effectively, candidates who do not meet all criteria may still be considered.

Professional Skills

Conference & Meeting Management

EU and administrative regulations, EU institutional framework

Confident user of digital tools and office software, able to quickly learn and apply new technologies.

Strong command of English drafting and editing.

Contract & Supplier Management

Data Quality Management

Planning & Organising Skills

Behavioural Competences

Quality Orientation

Flexibility & Change Adaptability

Communication

Teamwork

Stakeholder Orientation

Mandatory Pre-Employment Requirements

Prior to recruitment, you will be requested to demonstrate that you:

- are entitled to the full rights as a citizen
- have fulfilled any obligations imposed by the applicable laws on military service
- meet the character requirements for the duties involved (you will be asked to provide a police certificate confirming the absence of any criminal record)
- are physically fit to perform the duties linked to the post (you will be asked to undergo a medical examination in a centre indicated by EASA)

Conditions of employment

Contract: 3 years contract as Contract Agent 3 (a) with possibility of extension

Working hours: 40 hrs per week (on a full-time working pattern). Flexible working arrangements

Salary: Grade upon recruitment based on years of work experience. Additional allowances depending on personal situation

Location: Cologne, Germany (relocation is required)

Application & Selection Process

How to apply

We can only accept applications that are submitted in English through our Recruiting tool. Before sending your application, make sure it is complete and contains the document(s) specified in the vacancy notice. Please also ensure that your candidate profile, all relevant fields and the answers to the pre screening questions are correct. You may review and amend data demonstrating compliance with the eligibility criteria only until the closing date of applications for the respective selection procedure.

For further information take a look at [How we hire](#). In case of questions or technical issues, email us at recruit@easa.europa.eu. Attach a description and screenshot of the error.

To check if you are meeting the minimum education qualifications required for the job, consult the information published by the European Personnel Selection Office (EPSO): [Examples of minimum qualifications](#).

Important note on diplomas obtained outside the European Union, Iceland, Liechtenstein, Switzerland or Norway: If your application is found eligible on the basis of diploma(s) obtained outside these countries, we might ask you to provide proof of accreditation by one of the European Union Member States. This applies also to diplomas obtained in the UK after 31 December 2020.

Make sure you are meeting the language requirements: [Common European Framework of Reference for Languages](#) and [assess your language skills](#). Language certificates are not required at the stage of application, unless specified in the vacancy.

Selection Process

Only shortlisted candidates will be contacted via E-mail. If your application has been rejected following the initial screening, the status in your candidate profile will be automatically updated to "Not admitted". Invitations to the shortlisted candidates are sent once the evaluation of applications is completed (this may take up to two months after expiry of the deadline to apply). Pre-selection exercises, online tests and interviews with the Selection Board usually take place remotely. If you are not selected for this position but are still considered suitable, you will be placed on a reserve list from which you might be considered for similar positions within EASA. Learn more about our [Selection](#) and [Onboarding process](#). Take a look also at our comprehensive information on [Benefits](#), get to know [Our people](#) and find out what [Life in Cologne](#) is like.

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DETALŪS METADUOMENYS

Dokumento sudarytojas (-ai)	LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SAJUNGOJE 188613242/58
Dokumento pavadinimas (antraštė)	DĖL EUROPOS SAJUNGOS AVIACIJOS SAUGOS AGENTŪROS (EASA) DARBO SKELBIMO ADMINISTRACINIO ASISTENTO PAREIGYBEI.
Dokumento registracijos data ir numeris	2026-07-07 Nr. (76.2.5E)S76-697
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-07-08 Nr. G-1803
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Tomas Gražiūnas, Administracijos vadovas
Sertifikatas išduotas	TOMAS GRAŽIŪNAS, Lietuvos Respublikos užsienio reikalų ministerija LT
Parašo sukūrimo data ir laikas	2026-07-07 16:55:14 (GMT+03:00)
Parašo formatas	XAdES-T
Laiko žymoje nurodytas laikas	2026-07-07 16:55:25 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	ADIC CA ECC, Asmens dokumentu israsymo centras prie LR VRM LT
Sertifikato galiojimo laikas	2024-06-26 10:17:04 – 2028-06-25 10:17:04
Informacija apie būdus, naudotus metaduomenų vientisumui užtikrinti	"Registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "Dokumentų valdymo sistema Avilys, Lietuvos Respublikos užsienio reikalų ministerija, i.k. 188613242 LT", sertifikatas galioja nuo 2024-12-18 10:59:02 iki 2027-12-18 10:59:02 "Gauto dokumento registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "DBSIS, Informatikos ir ryšių departamentas prie Lietuvos Respublikos vidaus reikalų ministerijos, i.k.188774822 LT", sertifikatas galioja nuo 2025-05-16 11:31:08 iki 2028-05-15 11:31:08
Pagrindinio dokumento priedų skaičius	1
Pagrindinio dokumento pridedamų dokumentų skaičius	–
Priedamo dokumento sudarytojas (-ai)	–
Priedamo dokumento pavadinimas (antraštė)	–
Priedamo dokumento registracijos data ir numeris	–
Programinės įrangos, kuria naudojantis sudarytas elektroninis dokumentas, pavadinimas	Dokumentų valdymo sistema Avilys, versija 3.5.90.2
Informacija apie elektroninio dokumento ir elektroninio (-ių) parašo (-ų) tikrinimą (tikrinimo data)	Metaduomens „Sudarytojo adresas“ reikšmė turi būti nurodyta Visi dokumente esantys elektroniniai parašai galioja (2026-07-08 14:30:31)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-07-08 14:30:32 DBSIS