

EUROPEAN UNION
DELEGATION TO CAMEROON AND EQUATORIAL GUINEA

VACANCY NOTICE

ADMINISTRATIVE ASSISTANT (M/F/X)

LOCAL AGENT GROUP II | Ref: 487926 – ADMINISTRATION SECTION

Who 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 assistance, and cooperation with global organisations. Abroad, the EU is represented by more than 140 diplomatic representations, also known as EU Delegations, which perform a role similar to that of an embassy.

The EU Delegation to the Republic of Cameroon, based in Yaoundé, works closely with the embassies and consulates of the 27 EU Member States. It is a full diplomatic mission representing the EU in its relations with the Government of Cameroon in areas falling within the EU's remit.

What we offer

As part of its expansion and efforts to strengthen its operational capacity, the Delegation is recruiting an Administrative Assistant (local agent profile AL2), open to applicants of any gender. The successful candidate will serve as an Administrative Officer at the EU Delegation in Yaoundé.

The position is classified in Group II within the Administration Section. The team consists of 15 people, and working hours are standard office hours. The successful candidate will work under the supervision and responsibility of the Head of the Administration Section, providing support, expertise, and assistance as required.

Main duties and responsibilities:

- Coordinate and manage the Human Resources unit within the Delegation.
- Organise and monitor recruitment procedures for local staff.
- Organise and manage the team of drivers.
- Support the Logistics Section, including purchasing, contracts, and procurement.
- Carry out any other duties assigned by the Administration.

The basic salary depends on relevant, verified professional experience and starts at **XAF 1,330,093**. A competitive benefits package is offered, subject to certain conditions, including personal leave and public holidays, health insurance, and a retirement savings plan.

The expected start date is the last quarter of 2026 or early 2027.

Minimum requirements / eligibility criteria

The following requirements are essential for an application to be considered:

- A university degree (Master's / BAC +5) in Administrative Management and Human Resources.
- At least five years of relevant professional experience as a Human Resources Manager in an embassy, international organisation, or international company established in Cameroon. The experience must have been gained after obtaining the degree.
- Full civil rights and valid work permits in accordance with local law.
- Full spoken and written command of French, at least C1 level.
- Very good command of English: at least B2 spoken and B1 written.
- Advanced computer skills, including Word, Excel, PowerPoint, Outlook, and the Internet.

Advantages / selection criteria

The following criteria may earn additional points when selecting the best candidate:

- Additional qualifications and training relevant to the duties listed above.
- European-recognised qualifications and certifications.
- Relevant experience working in an embassy and in a multicultural environment.
- Specific experience and knowledge of budgetary accounting.

How to apply

Applicants must submit:

- A signed cover letter.
- A CV containing, at a minimum, the exact titles of positions held, employers' names, and detailed descriptions of duties. The CV must use one of the Europass templates at <https://europass.europa.eu/en>. Other CV formats will not be accepted.

Send all documents to eeasjobs-004@eeas.europa.eu.

Email subject: "Ref.: Administrative Assistant + surname + first name".

Deadline: 24 October 2026 at 12:00 noon.

Applicants must verify that they meet all requirements and tick every relevant box for each required document or condition. Failure to meet any requirement or provide any required document will result in rejection of the application.

Selection process

After the deadline, eligible applications will be assessed by the selection committee. Depending on the number of applications received, the selection stages may include:

- 1 Shortlisting based on the cover letter and CV.
- 2 Written skills-assessment tests for up to 20 candidates.
- 3 An oral interview for up to five candidates in the final selection stage.

Only candidates who pass each stage will be contacted individually. The Delegation will not provide additional information or discuss the selection procedure. Applicants should not contact selection committee members; questions and comments should instead be addressed to the Delegation's Administration.

The selected candidate will undergo a medical examination and a background check.

Equal opportunities

The EU is committed to equal opportunities for all employees and job applicants. It promotes equality between women and men, prevents all forms of discrimination, and applies a zero-tolerance policy towards harassment. It encourages applications from all qualified people and aims to build a workforce in which staff are respected, can perform at their best, and can develop their potential.

Shortlisted applicants with disabilities are invited to contact the Delegation so their specific needs can be considered and assistance provided to ensure equal opportunities. If selected, candidates with disabilities will be offered appropriate workplace or working-condition adjustments in accordance with Article 4 of EEAS Decision ADMIN(2025)13 on reasonable accommodation for local staff with disabilities in EU Delegations.

Data protection notice

For information on the processing of personal data related to recruitment, consult the [EEAS recruitment data-protection notice](#).