



VACANCY NOTICE

Administrative & Operational Assistant

The Maritime Analysis and Operations Centre (Narcotics) - MAOC (N) is recruiting for the post of Administrative & Operational Assistant for the Centre's Headquarters in Lisbon, Portugal.

The Maritime Analysis and Operations Centre – Narcotics:

MAOC (N) is an initiative by eight EU Member States (Belgium, France, Germany, Ireland, Italy, Spain, the Netherlands, and Portugal) and the United Kingdom, co-funded by the European Union's Internal Security Fund. The Centre provides a platform for multilateral cooperation in the fight against illicit drug trafficking by sea and air.

The Post:

The Administrative & Operational Assistant will be recruited through funding from the European Union's Internal Security Fund (ISFP-2020-AG-IBA-MAOC). The position is offered under a contract governed by Portuguese Labour Law.

Role Summary:

The Administrative & Operational Assistant will work within the Management and Administration Department (MAD) and report to the Head of MAD. The primary role is to provide thorough administrative, clerical, and logistical support to ensure the Centre operates smoothly.

Main Responsibilities:

- Maintain office equipment, manage inventory/supplies, and coordinate with vendors;
- Monitor and restock office supplies, stationery, and kitchen items.
- Coordinate facilities maintenance (cleaning, repairs, security).
- Manage calendars.
- Coordinate travel logistics.
- Organise meetings and other events, providing general support to visitors.

Entry Criteria:

- Language: native-level proficiency in Portuguese and excellent command of English.
- Good knowledge of standard administrative practices and software, particularly Microsoft Office tools (Word, Excel and PowerPoint).

Candidate Personal Qualities:

- Ability to work independently on assigned tasks.
- Proactive, detail-oriented and able to solve problems effectively.
- Ability to maintain confidentiality.

Conditions of employment:

- **Part-time position (20 hours per week)**, in the Centre premises.
- The gross annual salary for this post is 11.797,80€ per year. The salary is subject to Portuguese national taxation, deducted at source.
- MAOC (N) staff members are also entitled to private health insurance and a meal allowance.
- **Temporary contract** until the end of 2026, with the possibility of extension subject to available funds and the position being deemed necessary.





Submission of applications and the selection process:

- The application submission period is from the 1st of April to the 19th of April 2026.
- Candidates must submit the following documents by email to recruitment@maoc.eu:
 - **Europass curriculum vitae** (a maximum of two pages);
 - **One-page cover letter in English**, clearly identifying the position being applied for in the subject of the email;
 - **Language certificate** (minimum C1 level).
- Successful candidates will undergo short remote interviews in April. Selected applicants will be invited to attend an interview at MAOC (N)'s headquarters in Lisbon for a personal interview.
- Selected candidates will be subject to background checks (including criminal records and police background checks).
- The successful candidate may be expected to report for duty in May 2026.

