



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Administrative Agent
Reference	HR/COM/2026/2270
Application deadline	06.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Human Resources and Security
Unit	HR.DS.002 - Security of Representations
Place of assignment	Brussels
Grade range	AST/SC 1/2
Domain *	EU's internal security
Contract type	Temporary Agent 2b

We are:

The Commission's Security Directorate is part of the Directorate-General for Human Resources and Security and in charge of the institution's internal security policy. The role of the Security Directorate is to ensure that, in all its places of activity in the EU, people, assets and information are adequately protected against security and safety risks.

Under the direct supervision of the Security Director, the sector DS.002 deals with and provides advice related to the security of the Commission Representations based in the capitals of the EU Member States and some smaller regional offices. In most sites, the premises are shared with the European Parliament's Liaison Offices (EPLOs), and in these cases they are named Houses of Europe. The functions are characterized by various coordination activities on site and remotely with the European Parliament, the Commission DGs and other stakeholders.

We propose:

A job of **Security Agent**, whose overall task will be to coordinate under the guidance of the Head of Sector the implementation of security measures, the risk management plans and crisis management arrangements in the Representations / Houses of Europe and to provide assistance to management and staff members concerned.

Among other duties, the person will:

- manage various projects, from drafting the security concept and defining requirements, through studies, tendering processes, implementation of works, up to final acceptance;



- participate in meetings, draft minutes, create photographic reports with configuration layouts on-site, and provide technical and financial reporting to the hierarchy;
- verify the conformity of technical implementation with technical specifications, plans and schedules; execute technical projects and evaluate technical data sheets; check progress states, validate prices, and quantities implemented;
- organise, support and actively participate in technical inspections and address any issues arising;
- ensure proper handover and follow up intervention of technical maintenance services. Keep updated the security dossiers of the Representations;
- coordinate regularly with the Head of Sector, share information within the team and the other sectors/units in the own DG, and the other concerned DGs; back up the colleagues in the team as per instructions; follow-up of technical inspection reports by the Security Directorate in the Representations assigned or per instruction of hierarchy;
- prepare the draft Risk Assessment and Management Plan for each site assigned;
- participate in technical visits in the Representations related to market prospections for new buildings and control of security installations and works.

We look for:

A structured and thorough colleague who is comfortable in using recent IT technologies (including AI) and office automation tools (Word and Excel) in classified environment, who is available for frequent travelling and has (very) good oral and writing skills in English (C1) and French (B1).

The job holder should have a team work oriented approach, be self-motivated, ready to learn, work autonomously and go the extra mile to improve her/his professionalism. A job-related experience of at least 5 years and a relevant technical education are a strong advantage. A consolidated experience of minimum 4 years of Local Security Officer in the European Institutions (LSO / Deputy LSO) or similar role would be another relevant advantage.

The successful candidate:

- must have or acquire a working knowledge of risk analysis and management;
- must have sound knowledge of main security and crisis protocols, standards and norms in the EU institutions;
- must have sound knowledge of procurement and contract management.

The security agent must either be a holder of a valid security clearance up to the level of "SECRET UE/EU SECRET" or be willing to undergo the national security vetting procedure.



How to express your interest?

You should send your documents **in a single pdf** in the following order:

1. your CV
2. completed application form.

Please send these documents by the publication deadline to HR-DS-VACANCIES@ec.europa.eu indicating the selection reference **HR/COM/2026/2270** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility please consult [this page](#) with all the information needed.