



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Administrative Assistant
Reference	JUST - COM/2026/1543
Application deadline	13.11.2026 - 12.00/ noon (Brussels time)
Directorate-General (full name)	Directorate-General for Justice and Consumers
Unit	JUST C4 (Democracy, Union citizenship and Anti-corruption)
Place of assignment	Brussels
Grade range	AST1/3 AST
Domain *	Democracy
Contract type	Temporary Agent 2b

*please use one of the standardised domains that can be found [here](#)

About us ("We are")

Directorate-General for Justice and Consumers is a Commission department responsible for EU policy on justice, fundamental rights, rule of law, consumer rights and equality.

Within this Department, Unit JUST.C4 is responsible for promoting democracy within the EU, ensuring that citizens of the Union are informed about and able to enjoy fully their EU citizenship rights, and developing and implementing an EU anticorruption policy.

Among other things, the unit is responsible for implementing key actions under the European Democracy Shield. This includes, for instance, the supporting election integrity, supporting the implementation on the Regulation on transparency and targeting on political advertising, safeguarding and promoting the electoral rights of mobile European citizens in local and European elections and promoting citizen participation in policy making and democratic life.

The unit is composed of around 35 people with strong team spirit.

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About the role ("We propose"):



We are looking for an administrative assistant who will assist the unit through a variety of tasks such as:

- Help plan and organise meetings and events as well of missions of staff members
- Provide support in preparing files and documents for the Head of Unit and staff members, including draft minutes of meetings
- Act as web correspondent for the unit and assist in research tasks
- Act as the unit's document management contact point and ensure appropriate filing of documents as well as follow up of deadlines.
- Supports the management of the unit's correspondence through its functional mailboxes.

Qualifications, experience and skills (“We look for”)

We are looking for a results-oriented, proactive team player who is also able to work autonomously. A genuine interest in the files handled by the unit such as on democracy and EU citizenship rights would be welcome.

The candidate should be well-organised, open to work with different staff members in the unit and able to manage multiple administrative files simultaneously. Experience in organising meetings and events is required; prior experience in working with budget lines, managing contracts and participating in the evaluation of offers, experience with website content management or correspondence would be an asset.

The working language of the unit is English.

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 JUST-C4@ec.europa.eu, indicating the selection reference COM/2026/1543 in the subject.



No applications will be accepted after the publication deadline.

Eligibility

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