VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	**Administrative Assistant**
Reference	**ECFIN/COM/2026/1015**
Application deadline	30.11.2026 - 12.00 (Brussels time)
Directorate-General	Economic and Financial Affairs (ECFIN)
Unit	ECFIN – Team of the Director General
Place of assignment	Brussels
Grade range	AST1/3
Domain *	Administrative assistance
Contract type	Temporary Agent 2b

About us ("We are"):
The Directorate-General for Economic and Financial Affairs is the Commission department responsible for EU policies promoting economic growth, higher employment, stable public finances and financial stability. As part of the NextGenerationEU, DG ECFIN is responsible for the implementation of the Recovery and Resilience Facility, SURE and Macro-Financial Assistance. This work comes on top of the core work of the Directorate-General of economic surveillance.
About the role ("We propose"):
An interesting and demanding position as an Assistant in the Office of the Director-General, providing administrative and organisational support to ensure the smooth, efficient and effective functioning of the Office. The role also includes acting as DECIDE Decision Coordinator for the Directorate-General, ensuring the timely coordination and follow-up of interservice consultations and related administrative procedures.

Qualifications, experience and skills ("We look for"):

We look for a dynamic and motivated colleague with a strong commitment to deliver, while contributing to a climate of trust, cooperation and initiative within the DG and the team of the Drector General.
You should be an excellent organiser, able to work autonomously and take initiative, while also contributing effectively to a team. Empathy, sound judgement and strong interpersonal skills are important assets to the role. The position requires flexibility and the ability to manage a demanding and varied workload, with the resilience to remain positive, composed and results-oriented, including when working under pressure.
A high level of discretion and confidentiality, combined with a strong eye for detail, is essential. A very good knowledge of administrative procedure and of the Commission IT tools used in support function is also required.
The working language is English.
At least 3 years of job-related experience is required.

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 :
ECFIN-HR-APPLICATIONS@ec.europa.eu indicating the selection reference ECFIN/COM/2026/1015 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility please consult this page with all the information needed.