



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Secretary - Administrative and secretarial support to the Unit
Reference	GROW/COM/2026/1883
Application deadline	23.10.2026 - 12.00 (Brussels time)
Directorate-General (full name)	DG GROW – Internal Market, Industry, Entrepreneurship and SMEs
Unit	GROW B.4 Industrial forum, alliances, clusters
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	Support staff
Contract type	Temporary Agent 2b

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

About us (“We are”):

The Directorate General for Internal Market, Industry, Entrepreneurship and SMEs is working to uphold and manage the Single Market for goods and services and to strengthen its governance. Its work helps ensure an open, seamless and resilient internal market, which is one of the cornerstones of European integration.

The DG supports the competitiveness, growth and resilience of the EU economy. It focuses on strengthening the leadership of European industries across different industrial ecosystems, by leveraging the power of the Single Market and addressing strategic dependencies in our supply chains. In addition, it implements policies that sustain entrepreneurship and growth, in particular to the benefit of small and medium sized enterprises (SMEs), including facilitating access to funding and to global markets for EU companies.

The DG also leads efforts on digitalisation and decarbonisation of European industry and SMEs. It contributes to the objective of turning the EU into a greener, more digital and more resilient economy.

DG GROW.B4 is the central unit for stakeholder engagement, supporting the implementation of the competitiveness and simplification agenda on the ground. We coordinate the Industrial Forum and its activities, oversight of industrial alliances, clusters and business support networks.



We are responsible for policy coordination and oversight of the Enterprise Europe Network, European Cluster Collaboration Platform, Euroclusters, and Erasmus for Young Entrepreneurs programmes, together with other initiatives. Through our event organisation and our networks, we help the Commission to reach out to businesses, clusters, business support organisations and other stakeholders to explain EU policies and get their feedback and business intelligence. This helps us shape industrial and cluster policy on the ground through collaboration and competition, and provide practical business support including, partnership and training to help companies innovate and grow in the Single Market and beyond, including supporting the integration of businesses from accession countries.

About the role (“We propose”):

We offer an interesting position with a varied range of tasks for an experienced secretary/administrative assistant. This is an opportunity to join a dynamic team and play an important role in ensuring the smooth running of the unit’s daily work.

The position will involve managing the functional mailboxes, documents and correspondence, preparation of missions, organisation and logistics of meetings, expert groups and conferences, various operational tasks such as support to financial management, monitoring deadlines and supporting a positive and collegial team environment.

The post offers a varied day-to-day work environment, combining internal coordination, contact with stakeholders and support to high-visibility meetings and events. In this role, the selected candidate will contribute directly to work that supports European business and SMEs and helps improve the conditions for companies to innovate and grow.

The selected candidate will work in a close cooperation with another administrative assistant in the unit.

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

We are looking for a motivated, proactive and reliable colleague who has high organisational and communication skills and pays attention to details. The position requires team spirit, flexibility and adaptability to fast-changing priorities. We seek a candidate with an ability to manage multiple tasks, prioritise effectively and organise their work independently.

The candidate would be expected to have good computer skills (Word, Excel, Outlook, Teams) and willingness to learn and develop new technical skills.

Prior experience of working in the EU institutions would be an asset. Very good knowledge of English is essential, and French would be an asset. Knowledge of other EU languages would be an advantage.



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 GROW-B4@ec.europa.eu indicating the selection reference **GROW/COM/2026/1883** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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