



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Administrative Agent
Reference	ENEST/COM/2026/2060
Application deadline	26.10.2026 - 12.00 (Brussels time)
Directorate-General	Directorate-General for Neighbourhood Policy and Enlargement Negotiations
Unit	ENEST.C4 Georgia, South Caucasus, East
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain *	External relations
Contract type	Temporary Agent 2b

About us ("We are")

The Directorate-General for Neighbourhood Policy and Enlargement Negotiations (DG ENEST) leads on the EU's neighbourhood and enlargement policies and works closely with the EEAS, the line DGs and the International Financial Institutions. By implementing funding actions in Europe's eastern neighbourhood, DG ENEST supports reform and democratic consolidation, and strengthens the prosperity, stability and security around Europe. In the enlargement area, DG ENEST assists those countries with a perspective to join the EU in meeting the criteria defined by the Treaty of European Union and the European Council. The DG manages the bilateral relations of the Union with candidate and potential candidate countries on their path to the EU, frontloading reforms on rule of law, economic governance and public administration reform. Our efforts are in the political spotlight within the Commission, Europe and internationally, and have acquired their position at the core of the new Commission's political priorities due to an evolving geopolitical and geo-economic context.

The mission of Directorate C is to contribute to the implementation of the EU cooperation frameworks in the Eastern Neighbourhood, through the design of assistance and the mobilisation of Commission instruments and resources, notably in order to project EU values and policies in this region. It assists countries with a perspective to join the EU and contributes to developing the EU's special relationship with its neighbouring countries in the East, with a view to improving conditions for a sustainable economic, social and environmental development,



promoting democracy, the rule of law, good governance and the respect of human rights. In this context, the Directorate supervises and guides the implementation of financial assistance by the EU Delegations under devolved management and implements multi- country or regional programmes.

Within this directorate, the C4 Unit's overall objective is to effectively manage bilateral relations between the EU and Georgia – including in light of article 49 TEU - and to contribute to the coordination and implementation of the Neighbourhood Policy in Armenia, Azerbaijan and Belarus. This is to be achieved through the management of EU financial assistance to these countries, in co-operation with the EU Delegations and with the EEAS. The Unit is also responsible for the design and management of assistance projects in support to the People of Belarus. Unit ENEST.C.4 is composed of 30 staff based in Brussels and works in close cooperation with the EU Delegations in Minsk, Tbilisi, Yerevan and Baku.

About the role (“We propose”)

We propose an interesting and challenging position of Administrative Agent in a large unit working in a dynamic and complex political environment. The job includes a wide range of administrative support tasks, involving management of incoming and outgoing documents, interservice consultations, preparation of meetings and events, missions coordination, monitoring of deadlines, management of recruitment files as well as contacts with EU delegations, EEAS and external stakeholders. The job holder will also act as back-up to the Director's office and will also be called to contribute to various tasks in line with the needs of the unit, the directorate or the DG, as guided by the DG's political priorities.

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

We look for a proactive, motivated and reliable colleague, with a strong sense of responsibility and with professional experience in the handling of missions (including mission budgets) and human resources files (knowledge of recruitment processes). The ideal candidate should have at least 3 years of professional experience in administrative support functions, excellent organisational skills and should be able to work autonomously as well as in a team. It is essential that the candidate is flexible and has strong inter-personal skills, and enjoys working in a fast-paced, high workload environment. Given the sensitive nature of some files, trustworthiness and absolute discretion are crucial. A positive attitude, excellent writing and communication skills, and good judgement are also vital to this role as well as a good knowledge of standard Commission procedures and tools (ARES, Word, MIPS, DECIDE, Outlook, Excel, Powerpoint). An excellent knowledge of English is essential and a good knowledge of French is an asset.

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

agneta.boman@ec.europa.eu indicating the selection reference

ENEST/COM/2026/2060 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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