VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Administrative Assistant to the Director**
Reference	**AGRI/COM/2026/2283**
Application deadline	23.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Agriculture and Rural Development
Unit	AGRI.R “Resources”
Place of assignment	Brussels
Grade range	AST1/3
Domain	Support staff
Contract type	Temporary Agent 2b

About us (“We are”)

The mission of the Directorate-General for Agriculture and Rural Development is to promote the sustainable development of Europe's agriculture and to ensure the well-being of its rural areas.

Directorate R – Resources is in charge of ensuring the sound management of the financial, human and IT resources made available for DG AGRI.

In particular, it is responsible for
• assuring that the financial resources meet the needs of CAP financing;
• ensuring overall coherence of financial management in the DG, defining the implementation of the financial rules and maintaining a robust system of control and monitoring;
• validating the annual accounts of DG AGRI;
• ensuring sound human resources management, internal communication, document management, business continuity, security and personal data protection.
• implementing security measures linked to documents and to the physical security of AGRI staff and the building.
• providing DG AGRI users with efficient, secure and modern Information Systems and related IT infrastructure as well as maintaining an effective document management system and implementing adequate security measures in DG AGRI, according to policy settled by the Security Directorate.



About the role ("We propose")

We are offering an interesting position for an administrative assistant to the Director of the Resources Amongst other things, (s)he will

- provide administrative support to the Director and Heads of Unit within the Directorate with the various horizontal tasks;
- manage the Director's agenda with a view to frequent updates;
- help managing the Director's inbox and filing;
- record, finalise and transmit incoming and outgoing correspondence (ARES), ensure follow-up and respect of deadlines and coordinate and contribute to administrative quality checks on files;
- collaborate with the DG office and other Senior Managers' offices in DG AGRI
- assist in the preparation of coordination meetings and various Steering Committees of the Directorate;
- assist the units' secretariats under the Director's responsibility in case of need;
- deal with Commission procedures, and should have knowledge of inter-service consultations, briefings, EP questions, adoption procedures etc.;
- organise meetings for the Director and provide logistic support (e.g. room booking, catering, compiling of working documents etc.) and ensure any follow-up (transmission of minutes, etc.);
- assist in the Directorate's staff administration: manage information and procedures on leave and absences records, in particular for the periods where permanent presence should be ensured, missions planning, holidays and other personnel administration processes.

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

We are looking for an experienced, organised assistant with excellent knowledge of Commission procedures. Sense of initiative and a helpful can-do attitude are important as well as the ability to anticipate the needs of the Director. The successful candidate should be able to prioritise among multiple simultaneous tasks and to collaborate closely with other colleagues in the Directorate. The job requires a high level of commitment as well as the ability to manage files in a sensitive environment.

Furthermore, the work of the Resources Director demands rapid reaction and precision in performing tasks related in financial and HR-related matters, therefore the colleague should be an excellent team player with high sense of responsibility and should assure quality and accuracy in performing a diversity of tasks.

In addition to the standard computer tools (Word, Outlook, Excel, Teams), solid knowledge of Commission applications such as MIPS, ARES, Sysper, Basis and Decide is required.

Fluency in English and/or French, both written and oral, is required; good knowledge of other languages is a definite advantage.

Previous experience in senior management assistance is a desirable 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 AGRI-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference AGRI/COM/2026/2283 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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