VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Administrative Agent**
Reference	**CNECT/COM/2026/2284**
Application deadline	10.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Communications Networks, Content and Technology (DG CNECT)
Unit	Enabling and Emerging Technologies (DG CNECT.C)
Place of assignment	Brussels
Grade range	AST-SC1 – AST-SC2
Domain	Support Staff
Contract type	Temporary Agent 2d

- The job title and text must be coherent with the one published in SYSPER.
- Please keep in mind that you address potential external candidates: avoid Commission *jargon,* do not mention tools or applications specific to the Commission.

About us ("We are")

DG CNECT supports the digital transformation of our economy and society and conceives and implements the policies required to foster the internal market and make Europe fit for the Digital age. The implementation of the DG's activities is based on a two-way cooperation with all interested parties (business, academia, public organisations, stakeholders, citizens). The DG also actively promotes cross-cutting collaboration within the DG and across the Commission.

The objective of Directorate CNECT.C "Enabling and Emerging Technologies" is to ensure leadership in enabling and emerging digital Technologies and Infrastructures, and to foster the build-up of competitive value chains and ecosystems in such technologies.

The Directorate is responsible for the following activities:

- supporting the development and market uptake of cutting-edge semiconductor, photonics, super-computing and quantum technologies (quantum computing, quantum communications and quantum sensing), as well as post quantum cryptography technologies;

- supporting the development, deployment and access to world-class semiconductor technologies and infrastructures and the reinforcement of a semiconductor ecosystem (by implementing the landmark chips act regulation);

- supporting photonics, super-computing and quantum technology infrastructures, applications and services, including through Artificial Intelligence Factories;

- enabling the transition towards digital networks robust against new security threats posed by developments in supercomputing and quantum computing;

- overseeing the EuroHPC and the Chips Joint Undertakings and the photonics Public Private Partnership;

- supporting the European quantum communication infrastructure (EuroQCI), the Destination Earth and the European Open Science Cloud (EOSC) initiatives, as well as the FET Flagships (Human Brain Project, Graphene and Quantum Technologies).

The above are strategic assets for the EU's open strategic autonomy, sovereignty and security, and entangle close collaboration with the Member States as well as with relevant third countries that are strategic partners of the Union.

The Directorate is composed of four units, based in Brussels and Luxembourg.

About the role ("We propose")

We have a vacant position for an experienced, enthusiastic, dynamic and well-organised administrative agent. This key position aims at ensuring the efficient and smooth running of the directorate's secretariat.

The selected candidate will have the opportunity to work in a fast-moving, stimulating and highly challenging work environment. The jobholder's role is to assist the management of the directorate in the daily administrative management operations and planning.

The tasks would involve, amongst others: management of communications (emails, phone calls); human resources management (time management and recruitment support), handling of administrative procedures in Commission-specific IT tools; organisation and follow-up of meetings, agenda management and coordination, and a range of ad hoc tasks as they arise.

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

A dynamic, well-organised and reliable colleague with a good team spirit and excellent planning and coordination skills. They should be flexible and service-minded with a strong sense for initiative and responsibility, able to work autonomously as well as a part of a team. A positive attitude, excellent inter-personal and communication skills and an eye for detail are also essential. The successful candidate should have proficient computer skills (Word, Excel, PowerPoint, Outlook). Knowledge of Commission IT tools (e.g. ARES, MIPS, Basis, CisNet, Sysper and procedures would be an advantage for the post. They should have a very good command of written and spoken English and a very good passive command of French.

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



virginie.dorban@ec.europa.eu indicating the selection reference CNECT/COM/2026/2284 in the subject. **No applications will be accepted after the publication deadline.**
Eligibility
For eligibility please consult this page with all the information needed.