VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	**Administrative Agent**
Reference	**ENER/COM/2026/2525**
Application deadline	03.12.2026 - 12.00 (Brussels time)
Directorate-General	Energy
Unit	ENER.B.3
Place of assignment	Brussels
Grade range	SC1-SC2
Domain	Support staff
Contract type	Temporary Agent 2b

About us ("We are")

The mission of Directorate-General for Energy (DG ENER) is to ensure access to affordable, secure, reliable and clean energy for all European citizens and businesses; to promote the efficient production and use of energy; and to drive the process of becoming the first climate-neutral continent, by 2050, while contributing to Europe's sustainable growth and job creation. DG ENER sets out policies to develop an innovative, resilient and integrated energy system, which delivers a continuous supply of affordable, secure, reliable and clean energy to its citizens and businesses. The Directorate-General for Energy strives to complete a robust Energy Union by setting out a simpler, more effective, future proof governance, removing barriers for the energy transition and stimulating energy solutions which will drive the shift to climate neutrality and enable the affordability of energy, whilst promoting Europe's sustainable growth and job creation. The transition will promote and build on consumer participation and market-driven investments in energy efficiency and renewable energy technologies to boost the EU's global leadership, while reducing the energy dependency and import bills.

Within the Directorate-General for Energy, the mission of Directorate B "Just Transition, Consumers, Energy Efficiency and Innovation" is to contribute to the decarbonisation of the EU's energy system while ensuring a just transition focused on energy consumers and leaving no-one behind and fostering innovation and competitiveness of clean energy technologies.

In particular, unit ENER.B3 is responsible for buildings and product policy. Its mission is to provide for the regulatory and non-regulatory framework conducive to

the decarbonisation of buildings in the EU and to energy- and resource efficient products and appliances. A key aspect of this is working to reduce energy bills by making it easier for citizens, businesses and authorities to renovate buildings, and to find and choose efficient appliances suitable for their needs. To this end, ENER.B.3 develops and implements the policy for energy-related products (i.e. ecodesign, energy labelling and tyre labelling) and related policies on standardisation, market surveillance and smart appliances.

About the role ("We propose")

We propose a job in a dynamic team of motivated colleagues working in an area of direct relevance to EU citizens and the environment. As Administrative Assistant, you will assist the Unit management and policy officers in the performance and organisation of their tasks as well as coordinate administrative matters within the unit and support the work of the team. You will be required to deal with some staff matters and manage a wide range of internal procedures. You will organise the management of documents, organise meetings, manage the mission budget and book missions and monitor deadlines of the requests assigned to the unit (briefings, parliamentary requests, letters). You may also be involved in the organisation, running and follow-up of meetings, including of committees and expert groups, for which the unit is in charge.

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

We are looking for a highly motivated, experienced and proactive colleague.
The ideal candidate should possess the following competences:
• at least two years of relevant professional experience in secretarial work;
• good planning skills;
• solution-oriented mindset;
• keen attention to detail;
• ability to perform multiple tasks and to operate in a fast-paced environment while keeping up the deadlines;
• good communication and social skills as services may have regular relations with other Commission services, EU institutions and bodies, national authorities as well as international partners;
• proficiency in IT: Outlook, Teams, Word, Excel, Power Point
• good command of the Commission's IT tools (ARES, BASIS, MIPS, SYSPER, DECIDE, CARES, V-PASS);
• flexibility and open-mindedness;
• capability to work independently and collaboratively within a team;

• willingness to learn new tools and procedures;
• a very good command of English and a good knowledge of a second EU official language. Knowledge of other EU official languages is considered as 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 ENER-VACANCIES@ec.europa.eu indicating the selection reference **ENER/COM/2026/2525** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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