VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Administrative agent**
Reference	**DGT/COM/2026/1939**
Application deadline	04.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	
Unit	DGT.02 (Communication)
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

- 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")

The Communication unit of the Directorate-General for Translation (DGT) is in charge of internal, corporate and external communication activities.

We manage different digital communication channels (DGT intranet, DGT pages on MyIntracomm, DGT Europa pages and multiple social media channels). We also frequently organise online and in-person events for DGT colleagues and for external audience groups (Translating Europe Forum and workshops, Juvenes Translatores, European Day of Language).

We work in close cooperation with the DGT's operational units, field offices in the Member States and other services in the Commission and other EU institutions and bodies to actively promote multilingualism, translation and language professions, clear language and AI services via a range of information, communication and awareness-raising means.

We also provide a consultancy function for DGT staff involved in any activity where communication plays a role.

We are currently 19 colleagues, 13 in Brussels and 6 in Luxembourg. The unit reports directly to the Director-General.



About the role ("We propose")
If several positions are advertised for similar job profiles, please add the number of vacant jobs. *The position[s] will consist of [explain sufficiently in detail]:*

We offer an interesting and rewarding position for secretary and administrative agent at the core of the unit and acting as first point of contact to the unit for all our internal and external stakeholders.

The post focuses on supporting the Head of Unit and the Deputy Head of Unit in their daily activities whilst helping the entire unit delivering high quality and timely outputs.

Your responsibilities will include:

- administrative management of HR-related matters such as absences, leaves, telework, job publication and recruitment/ transfer processes, staff arrivals/departures and missions
- deadlines management, keeping track of tasks assigned to the unit thus ensuring timely delivery
- support and facilitate internal communication, internal meetings and team events
- management of the unit functional mailboxes (secretariat and communication) and of the mailing lists necessary for communication purposes
- assistance in managing the Head of Unit calendar and inbox
- contributing to a positive and dedicated work spirit throughout the unit
- liaising and coordinating with the secretariats within the same entity and most broadly within DGT

The organisation and the nature of the work in the unit allow and encourage to take an active role in the substantive work of the team in addition to the usual secretarial tasks. This includes active participation in internal and external communication activities.

Qualifications, experience and skills ("We look for")
(set criteria in terms of education, professional experience and personal qualities that the ideal applicant should have):

We are looking for a dynamic, motivated, service-oriented, and proactive colleague, capable of team and individual work. The function requires excellent organisational skills, team spirit, collegiality, accuracy, discretion, sense of responsibility, flexibility and reliability.

The candidate should demonstrate:

- hands-on approach and a solution-oriented mind
- strong organizational skills, with eye for detail
- strong interpersonal skills and client-orientation

- sound knowledge of MS Office applications

The ideal candidate should have a passion for communication and languages, be capable to maintain and nurture contacts at all levels, have very good command of English and possess good skills in French. A good command of various Commission administrative and IT tools (ARES, SYSPER2, MIPS+, TEAMS, SPO, WEBEX, etc.) 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 DGT-02-SECRETARIAT@ec.europa.eu indicating the selection reference DGT/COM/2026/1939 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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