VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	**Secretary**
Reference	**MOVE/COM/2026/2306**
Application deadline	03.12.2026 - 12.00 (Brussels time)
Directorate-General	Mobility and Transport
Unit	MOVE/B4
Place of assignment	Brussels
Grade range	SC1-SC2
Domain	Support staff
Contract type	Temporary Agent 2b

About us ("We are")

We are the 'Sustainable and Intelligent Transport' Unit B4 within the 'Investment, Innovative & Sustainable Transport Directorate' of DG MOVE.

The mission of the Directorate is to develop, coordinate, implement and monitor policies for an innovative and sustainable transport policy, including passenger rights and the social dimension, and related investment policy particularly in relation to the TEN-Network and research and innovation.

The mission of Unit B.4 is to foster a digital and zero-emission policy to achieve smart, safe, sustainable and congestion-free mobility. The unit is currently composed of 24 highly motivated colleagues. The Unit has a very important workload.

About the role ("We propose")

We are seeking a Secretary to provide support across a wide range of secretarial and administrative responsibilities. This position is well suited to someone who enjoys variety in their daily tasks and is eager to be involved in a broad spectrum of responsibilities. Very regular presence in the office is required.

The successful candidate will deliver day-to-day administrative and secretarial support to policy officers and assist in managing various aspects of the unit's operations, including access to documents requests, meeting organization, coordination of communication activities, and missions. You will be responsible for monitoring deadlines and ensuring timely follow-up of actions. Key duties include supporting the Unit in allocating and tracking tasks, coordinating briefings, assisting with legislative proposals and interservice consultations, handling document management, drafting correspondence, filtering telephone calls, and welcoming visitors. You will work as part of a secretarial team of three and provide back-up support as required.

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

We are seeking a versatile and proactive colleague with relevant qualifications and a proven track record in supporting Head of Unit. The ideal candidate will thrive on a diverse range of administrative and support tasks within a dynamic, friendly, and fast-paced working environment. Strong digital skills and familiarity with Commission applications such as MS Office, SharePoint, Teams, Webex, ARES, AGM, BASIS, Decide, EASE, MIPS, SUMMA, Sysper, Themis, and ePoetry are essential. A very good command of two main EU working languages (English, French, or German) is required, with an excellent command of English considered an asset. Additional EU languages will be advantageous within the 'Sustainable and Intelligent Transport' team, which comprises 13 nationalities.

The successful candidate should be a good communicator and a collaborative team player, sensitive to — and ideally experienced in — the complex environment where policy, technology, and business economics intersect. She/he should possess excellent interpersonal skills, strong networking abilities, and a proactive approach to finding solutions. We are looking for a self-starter who is well organised, responsible, and shows initiative. Strong problem-solving, analytical, and coordination skills are also crucial to succeed in this role.

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 **MOVE-B4-vacancies@ec.europa.eu** indicating the selection reference MOVE/COM/2026/2306 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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