VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Document Management Agent in the Document Management Centre (CAD)**
Reference	**AGRI/COM/2026/2365**
Application deadline	17.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	
Unit	AGRI.R.5 “People & Organisation”
Place of assignment	Brussels
Grade range	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”)

We are Unit R.5 in the Directorate for Resources of DG AGRI, responsible for People & Organisation. Our team of twenty colleagues helps ensure the smooth running of the Directorate-General in areas such as human resources, document management, internal communication, business continuity, data protection and security. Although our work covers a wide range of activities, we are united by a strong sense of commitment and a shared determination to deliver excellent service.

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]:*

Together with the DMOs and in cooperation with the colleagues of the Document management centre (CAD), the document management agent will ensure effective document management practices within DG AGRI. They will contribute to the good functioning of the CAD of DG AGRI by ensuring Ares support and timely registration and attribution of incoming mail. This position entails frequent contacts with the Director-General’s office, different AGRI units and the other DGs.

The role focuses on document and records management support within the Directorate-General. It involves handling incoming mail and document registration, ensuring that metadata is complete and accurate, and making sure documents are managed in line with eDomec rules and procedures. The jobholder also provides

user support for Ares, including troubleshooting, corrections, and the management of external and virtual entities, as well as updating distribution and workflow lists. In addition, the role includes searching for information in Ares, Adonis and other databases, supporting archiving and file conservation, maintaining strong knowledge of relevant rules and systems, contributing to process improvements, and carrying out other administrative tasks as required by management. This role entails as well to assist DMOs with different projects in the document management domain.

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 look for a well-organised and highly motivated team player with a keen interest in document management.

Required knowledge and skills
• Sound knowledge of administrative and document management procedures
• Ability to work accurately and methodically, with strong attention to detail
• Good organisational skills and ability to ensure reliable follow-up
• Ability to handle sensitive information with discretion and confidentiality
• Ability to work both autonomously and as part of a team in a multicultural environment
• Good command or willingness to learn the relevant IT tools and document management systems.

Assets
• Experience in records management, archiving, registry work or administrative support
• Knowledge of European Commission corporate tools, especially Ares
• Knowledge of applicable rules on document management, data protection and information management.

The ideal candidate has good communication skills – both oral and written. Very good knowledge of English and good understanding 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 AGRI-HR-

CORRESPONDENT@ec.europa.eu indicating the selection reference AGRI/COM/2026/2365 in the subject. **No applications will be accepted after the publication deadline.**
Eligibility
For eligibility please consult this page with all the information needed.