



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Administrative Assistant to the Director-General
Reference	ENER/COM/2026/1957
Application deadline	30.10.2026 - 12.00 (Brussels time)
Directorate-General	Energy
Unit	DG Office
Place of assignment	Brussels
Grade range	AST1-3
Domain *	Support staff
Contract type	Temporary Agent 2b

About us ("We are")

The Directorate-General for Energy is working to ensure access to affordable, secure, reliable and clean energy for all European citizens and businesses; promotes the efficient production and use of energy; and drives the process of Europe becoming the first climate-neutral continent by 2050, while contributing to sustainable growth and job creation. We set 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 in line with the Green Deal, as bolstered by the Clean Industrial Deal, and with REPowerEU. We strive 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.



About the role ("We propose")

A challenging position for a motivated assistant to join a very dedicated team of Director General in a lively and fast-moving working environment.

The successful candidate will provide secretarial and administrative support to the Director-General, including:

- organisation of meetings and preparation of the necessary documentation for the meetings that the Director General attends
- proper management of incoming requests in the functional mailbox and follow-up of deadlines
- preparation and organisation of missions of the Director General and Policy Assistants
- document management and filing
- contribution to teamwork in the DG's office
- smooth implementation of working arrangements between the Cabinet and the Directorate-General
- contribution to improvement of administrative processes in the DG.

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

A motivated, proactive and very well-organised colleague with good secretarial and administrative skills, initiative and flexibility. Good written and spoken English and French are required.

The ideal candidate should have:

- the ability to work under pressure and manage tight deadlines is essential, together with service orientation, team spirit and problem-solving mind-set
- a good knowledge of the administrative procedures of the Commission and related IT-tools (ARES, MIPS+, Sysper, Atmos, Cares, Teams, etc.).

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/2026/1957 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility, please consult [this page](#) with all the information needed.