VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**DOCUMENT MANAGEMENT ASSISTANT - MEMBER OF DOCUMENT MANAGEMENT CENTER (CAD)**
Reference	**REGIO/COM/2026/2206**
Application deadline	10.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	DG REGIO
Unit	REGIO.A.1 Political Coordination, Strategic Management and Inter-Institutional Relations
Place of assignment	Brussels
Grade range	AST1/3
Domain *	Support staff
Contract type	Temporary Agent 2b

*please use one of the standardised domains that can be found here

About us ("We are")

The unit REGIO.A1 ''Political Coordination, Strategic Management and Inter-Institutional Relations'' in the Directorate-General Regional and Urban policy (DG REGIO) is a dynamic unit composed of 26 people. It acts as the main interface between the Commissioner's cabinet, the Secretariat General (President and Vice-Presidents) and the Directorate-General. The unit manages relations with the cabinet, other EU institutions; coordinates strategic planning and programming, internal control and document management. On international activities, it has a specific coordination role. The unit is divided in 4 teams.

About the role ("We propose")

A post of a document management agent within the team in charge of document management for the entire Directorate-General. The team is composed of 3 Document Management Agents, the Document Management Officer and his deputy, as well as the Data Protection Officer. Colleagues cooperate closely and give regular support to one another in a flexible manner.

The successful candidate will be in charge of the following tasks:

1) Dealing with incoming as well as outgoing mail:

- Registering and attributing incoming and outgoing mail to responsible units within the Directorate-General
- Scanning corresponding documents

2) Contributing to the appropriate use of Ares:

- Using ARES correctly for registering and attributing documents

- Providing information, assistance and support in the field of document management for Ares users within the Directorate General
- Taking the necessary actions to solve problems related to the use of Ares; reporting any substantial issues to the Document Management Officer

3) Coordination of the distribution of certified mail within the Directorate-General.

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

A motivated team player with positive and constructive spirit and a sense of initiative, dedication, commitment and flexibility.
The successful candidate should:
• Have at least 5 years of experience with document management
• Have good communication and problem-solving skills
• Show flexibility, availability and be reliable
• Have the ability to work in a proactive and autonomous way as well as in a team
• Demonstrate a high level of discretion, as he/she will often be dealing with sensitive information
• Have a good command of English and French (B2 minimum)

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 REGIO-A1-UNIT@ec.europa.eu indicating the selection reference REGIO/COM/2026/2206 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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