VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Administrative Assistant**
Reference	**SG/COM/2026/2220**
Application deadline	08.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	
Unit	SG.E.4 Briefings
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

- 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 the briefing unit for the President, the Executive Vice-Presidents and the Secretary-General. We are a dynamic, friendly and collaborative team of experienced briefers and briefing assistants, dedicated to delivering high-quality briefings and political intelligence to the Commission's senior leadership. Working in our team provides an exceptional overview of the activities of the Commission at large, and the opportunity to follow high-priority political files at the interface between the services and the political leadership.

As of 1 January 2026, the unit has taken over the system ownership for the Commission-wide briefing tool 'Basis' in addition to the SG tool 'BriefingNet'. In the context of the Secretariat-General's Polaris programme, both systems are set to be transformed into an integrated briefing tool with additional opportunities for better knowledge management and the use of AI. With briefings positioned as priority to benefit from AI powered knowledge management within the Secretariat-General and the Commission at large, this aspect will become ever more prominent for the team and for the advertised post.

The team consists of Head of Unit and Deputy Head of Unit, nine briefers, one knowledge management coordinator and four assistants.



About the role ("We propose")

A multifaceted role as assistant to the team and the Head of Unit, the position combines traditional team support in the areas of HR, budget and administration with responsibilities related to briefing coordination and operational support for the unit's IT systems. The chosen candidate will work closely with the Head of Unit, Deputy Head of Unit, Business Manager and the whole briefing team, and liaise regularly with colleagues across the Secretariat-General and other Commission services.

The job involves:

- providing administrative and organisational support to the team and the Head of Unit;
- working closely with the other assistants on coordinating briefing requests and contributing to background research, and preparing paper files where needed;
- providing operational and administrative support to the Head of Unit and Business Manager in relation to the unit's IT systems (BriefingNet, Basis and future Basis 3.0);
- supporting, from a business perspective, the functioning of Basis and BriefingNet, as well as the development and implementation of the future briefing tool (Basis 3.0) in close coordination with the team, the other involved SG units and the wider briefing community;
- supporting the preparation and follow-up of meetings, workshops, testing activities and system releases, in cooperation with the relevant IT teams and stakeholders;
- contributing to the preparation and maintenance of business documentation, user guidance, workflows and knowledge management material;
- as part of the team, support the operationalisation of knowledge management functions and the deployment of AI within the team and the IT systems.

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

We are looking for a highly motivated and service-oriented colleague who is a genuine team player, able to work both independently and collaboratively in a dynamic team.

The successful candidate should demonstrate:

- strong organisational and coordination skills, with the ability to manage several tasks and priorities simultaneously;
- proactive, flexible and solution-oriented approach, combined with rigour and attention to detail;

- the ability to understand issues quickly and deliver high-quality work under pressure and within tight deadlines;
- strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders;
- at least two years' experience with briefing systems, with BriefingNet and Basis a distinct advantage;
- background in team administration and coordination of complex IT-related activities, in knowledge management and AI;
- proven ability to understand operational needs and contribute to their translation into practical requirements in cooperation with business and IT colleagues;
- strong service orientation, sense of initiative and "can-do" attitude;
- discretion, reliability and high professional standards;
- good knowledge of the Commission's organisation, procedures and working methods;
- capacity to work with corporate and dedicated tools, including BASIS, BriefingNet, Teams, SharePoint, ARES, Sysper and the electronic tools used for briefing preparation.

Fluency in English, both written and spoken, is required. The ability to work in French would be 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 SG-E4-RECRUITMENT@ec.europa.eu indicating the selection reference SG/COM/2026/2220 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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