



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Administrative Agent
Reference	ENV/COM/2026/2186
Application deadline	12.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Environment
Unit	ENV.DG
Place of assignment	Brussels
Grade range	AST SC 1 – AST SC 2
Domain *	Administrative assistant
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”)

The team of the Director General of DG Environment is looking for a new colleague to complete the team that consists of the Director General, 3 Policy Assistants and 2 assistants

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]:

A position as secretary to the Director-General for DG Environment. The successful candidate will provide administrative/ secretarial and logistical support to the Director-General and his Policy Assistants in the management and administration. In particular, the position involves:

- Assisting the two administrative assistants in coordinating and supervising the daily running of the secretariat of the Director-General;
- Assisting the Director-General by taking care of time and document management: the diary, telephone calls, e-mails and documents in the Commission IT tools, arranging meetings and receiving visitors;



- Ensuring frequent contacts with the directorates and the units and other directorates, providing guidance in handling administrative procedures and finding ways to streamline work processes;
- Coordinating the document management including follow-up and respect of deadlines;
- Follow-up of briefings request of the Director General;
- Being the back-up for the other 2 assistants, eg. concerning the Director-General's missions.

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 are looking for a dynamic colleague with a strong sense of responsibility and team spirit, strong organisation and coordination skills, taking initiative and working under pressure. Relevant experience and knowledge of standard Commission IT-tools (Ares, Eurolook, MIPS, Sysper, BASIS, Outlook, Excel, Word, Decide, MS Teams) required. The ability to meet the diverse needs of colleagues in a multi-cultural environment, while remaining calm, collected and service-oriented, are essential qualities the candidate should have. The candidate should have an interest in the Directorate-General's work and also have an interest in establishing, implementing and improving administrative procedures as well as mechanisms for ensuring the quality control of output as well as compliance with deadlines. Our working languages are English and French. Additional language skills such as German are 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 ENV-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference DGENV/COM/2026/2186 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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