



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Team leader – Document Management officer (DMO)
Reference	SG/COM/2026/1415
Application deadline	13/11/2026 - 12.00 (Brussels time)
Directorate-General	Secretariat- General
Unit	SG.A.5-President's correspondence
Place of assignment	Brussels
Grade range	AST1/3
Domain *	Document management
Contract type	Temporary Agent 2b

About us ("We are")

Within the Secretariat-General (SG) of the European Commission, the "Document management" sector of unit SG. A.5 ensures a compliant implementation of the e-Domec rules within SG and provides support to SG colleagues and users (Ares, NomCom and HPS). Unit SG.A.5 is also in charge of President's and Secretary-General's mail handling support. The work of the unit, provides a global view of the work of the Secretariat General and of the Commission.

About the role ("We propose")

A position as Team Leader – Document Management Officer (DMO)

We offer an interesting and challenging position as Head of the DMO sector, which role aims at ensuring an effective and modern document and archives management inside the Secretariat General. In collaboration with the other members of the team, the main tasks of the SG DMO are to:

- Define and implement actions to contribute to good document and archive management practices within SG
- Give advice to SG staff on document management policy and provide support to SG users of applications dedicated to document management (Ares, NomCom, HPS);
- Manage SG filing plan and ensure files preservation in collaboration with SG units;
- Ensure effective quality control (registering, e-signatory, filing, archives, etc.) and take appropriate action if required (registration is decentralised in SG);
- Provide SG system owner with support throughout a HAN integration process by checking the document management principles;



- Develop the SG DMO network activities, develop awareness and training modules and materials. Provide training sessions. Ensure coaching.

Given the client-oriented nature of the support and in order to ensure business continuity in case of absence, back-up are essential for each task. The recruited colleague will be backed-up in his/her tasks when needed, and will also be called upon to back-up when required.

Supporting documentation will be provided and the successful candidate will have the possibility to follow trainings specific to document management, and most importantly, benefit from dedicated on-the-job coaching by your new colleagues. We have regular working hours

Qualifications, experience and skills (“We look for”)

The ideal candidate should have a solid background in document management and experience in applying its principles. He/ she should have a good command of the ordinary DMO tools (Ares, Areslook, NomCom, HPS). Having worked in the field of document management is essential.

With analytical and synthetic skills, he/she should be able to translate general or technical concepts into concrete working procedures/methods. He/she should have strong communication skills – both oral and written. Good knowledge of English and French is essential.

We look for an enthusiastic, client oriented and professional colleague, able to work autonomously while being a very good team player.

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-UNITE-A5@ec.europa.eu indicating the selection reference SG/COM/2026/1415 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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