



VACANCY NOTICE - CONTRACT AGENT

Job title	Administrative Agent
Reference	EC-2026-INTPA-418946
Application deadline	13/11/2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Directorate-General for International Partnerships
Unit	INTPA.G.1 - Gender Equality, Human Rights and Democratic Governance
Place of assignment	Brussels
Domain*	Support Staff
Contract type and Function Group	Contract Agent 3b FG II

*please use one of the standardised domains that can be found [here](#)

About us

Unit INTPA.G.1 is a dynamic and committed unit working for the promotion of human rights, gender equality and democratic governance worldwide.

The unit manages the EU's thematic programme on human rights and democracy, and projects to advance gender equality. It also provides thematic support to staff in Headquarters and EU Delegations to ensure a human rights-based approach, gender mainstreaming across all actions and financing instruments, and sustainable democracy support, justice, rule of law and anti-corruption reforms and initiatives. The unit contributes to an enabling environment for the implementation of the Global Gateway strategy in partner countries. The unit is also responsible for contributing to the design and implementation of the Action Plan on Human Rights and Democracy and the Gender Action Plan (GAP III). It is a gender-balanced unit of 25 people.

About the role

Unit G1 is seeking to hire an administrative agent.

He/She will provide general and logistical support to the unit's three teams, including assisting with procedural and contractual support, event coordination communication and framework contracts.

The colleague will also assist with the encoding and management of contracts including decommitment and closure of contracts, and with the management of events and evaluations.

The colleague will also be the Document Management Focal point for the unit and will manage the unit's archiving system.



He/she will assist with the management of functional mailboxes and will provide general support in welcoming and informing external visitors, in accordance with current security regulations.

Qualifications, experience and skills

We are looking for a dynamic administrative agent with strong organisational skills, a pro-active attitude, and a focus on efficient service.

The ideal profile for the job is someone who has worked in the domain of external relations and has 3 years' experience in administrative support. A good knowledge of the Commission's main administrative applications and related procedures would be an asset, in particular Outlook, Word, Excel, ARES, MIPS, V-Pass as well as some INTPA financial tools such as CRIS and OPSYS.

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 INTPA-G1-VACANCY-APPLICATIONS@ec.europa.eu indicating the selection reference EC-2026-DG INTPA -418946

Eligibility

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