



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Secretary
Reference	ENER/COM/2026/2302
Application deadline	10.11.2026 - 12.00 (Brussels time)
Directorate-General	Energy
Unit	Euratom Policy Coordination unit (ENER.D.1)
Place of assignment	Luxembourg
Grade range	SC1 – SC2
Domain	Support Staff
Contract type	Temporary Agent 2b

About us

The mission of Directorate-General for Energy is to ensure access to affordable, secure, reliable and clean energy for all European citizens and businesses; to promote the efficient production and use of energy; and to drive the process of becoming the first climate-neutral continent, by 2050, while contributing to Europe's sustainable growth and job creation.

We set out policies to develop an innovative, resilient and integrated energy system, which delivers a continuous supply of affordable, secure, reliable and clean energy to its citizens and businesses in line with the Green Deal, as bolstered by the Clean Industrial Deal, and with REPowerEU.

We strive to complete a robust Energy Union by setting out a simpler, more effective, future-proof governance, removing barriers for the energy transition and stimulating energy solutions which will drive the shift to climate neutrality and enable the affordability of energy, whilst promoting Europe's sustainable growth and job creation. The transition will promote and build on consumer participation and market-driven investments in energy efficiency and renewable energy technologies to boost the EU's global leadership, while reducing the energy dependency and import bills.

Within Directorate ENER.D 'Nuclear Energy, Safety and ITER', Unit ENER.D.1 'Euratom Policy Coordination' handles the Commission's internal and international coordination of the implementation of the Euratom Treaty. The Unit consists of



around 20 staff members and is organised in one legal sector, providing support on legal and inter-institutional matters related to the Treaty implementation, and one team responsible for bilateral and multilateral relations with international partners. The Unit has frequent contacts with other units both in DG ENER and in other Commission services, as well as in other EU institutions.

About the role

A position as secretary for the Unit.

This job provides an interesting career opportunity for a capable and motivated colleague to take up a variety of administrative tasks in a dynamic and friendly working atmosphere. The successful candidate will have a broad range of secretarial and administrative responsibilities in accordance with the priorities of the Unit, with a good degree of autonomy in organizing his/her work. The job involves working with the full range of software and IT tools, including the Commission's own IT tools.

The main tasks include:

- providing administrative assistance to the teams dealing with multilateral organisations and legal affairs,
- providing support to the Head of Unit in the management of the Unit and in administrative and staff matters (incl. working in SYSPER),
- supporting the preparation of (international) missions (in MIPS),
- the follow-up of incoming and outgoing correspondence, including document management (ARES, Eurolook, etc.),
- the organisation of meetings and events, and
- the close monitoring of deadlines and workflows within the Unit.

Qualifications, experience and skills

We are looking to recruit a highly motivated and service-minded colleague. He/she should have strong communication as well as organisation skills, be willing to take initiatives and assist in the coordination of tasks in the Unit. The ability to work independently is important as is a sense of discretion and responsibility. Strong computer skills and a good knowledge of Commission applications (Ares, Sysper2, Basis, MIPS, Word, Excel, Outlook, DECIDE etc.) and procedures are essential for the position. The candidate must show the ability to work as part of a well-functioning team.

A good knowledge of at least two EU official languages, including English, French or German, is required. A good command of English 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

ENER-D1@ec.europa.eu indicating the selection reference **ENER/COM/2026/2302** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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