VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**ADMINISTRATIVE SUPPORT AGENT**
Reference	**EMPL/COM/2026/2170**
Application deadline	18.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Directorate-General for Employment, Social Affairs and Inclusion
Unit	EMPL DIR C
Place of assignment	Brussels
Grade range	AST SC 1/2
Domain	EMPLOYMENT
Contract type	Temporary Agent 2b/2d/2a

About us ("We are")
The Directorate C "Quality Jobs, Working Conditions and Social Dialogue" works towards promoting social dialogue and improving working conditions through effective labour law and safe and healthy working environments. The Directorate is also responsible for the efficient and effective programming and implementation of the European Social Fund (ESF+), the Youth Employment Initiative (YEI), the European Fund for the Most Deprived (FEAD) and the Social Climate Fund in Spain, Malta, Romania and Bulgaria. It also coordinates these funds with other European funding streams, including the Recovery and Resilience Facility.
About the role ("We propose")
We propose an interesting and rewarding position of Secretary to the Director in a dynamic and friendly atmosphere. The job holder will provide support to the Director for the efficient coordination of secretarial tasks (managing agenda, organising meetings, missions, etc.). He/she will ensure follow-up for the briefings, mails, parliamentary questions, interservice consultations, etc. The future colleague will have a pivotal role in ensuring the close collaboration of the different secretariats of the Directorate to work harmoniously in support of the mission of the Director. He/she will also act as the Document Management Officer (DMO) correspondent and Digital Ambassador for the Directorate. He/she will will also backup the administrative assistant for human resources and internal control matters.
Qualifications, experience and skills ("We look for")

We are looking for a highly motivated colleague with a strong sense of commitment. He/she should be reliable, proactive, thorough and well-organised, and should ensure quality and accuracy in performing a diversity of tasks without immediate supervision.
A positive mind, good social skills and a smiling personality would greatly complement our small and dedicated team.
A good knowledge of the administrative procedures of the Commission, including the main IT-based tools (MS 365, BASIS, ARES/e-Domec, MIPS, DECIDE, SYSPER) would constitute a strong asset.
Linguistic skills: very good knowledge of English and/or French.

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 EMPL-C-VACANCIES@ec.europa.eu indicating the selection reference EMPL/COM/2026/2170 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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