VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	ADMINISTRATIVE AGENT
Reference	MENA/COM/2026/2394
Application deadline	03.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	DIRECTORATE-GENERAL FOR THE MIDDLE EAST, NORTH AFRICA AND THE GULF
Unit	MENA.A.3 - Economic Analysis, Business Development and Financial Instruments
Place of assignment	Brussels
Grade range	AST-SC 1/2
Domain *	external relations
Contract type	Temporary Agent 2b

About us ("We are")

This post of Administrative Agent is administratively attached to DG MENA A Directorate - Unit A3. The Directorate-General for the Middle East, North Africa and the Gulf (DG MENA) aims at building stronger EU partnerships with the Mediterranean as well as the Gulf countries. DG MENA is the entry point of the Commission for all countries in these three regions. DG MENA aims to develop strong partnerships with these countries based on mutual interest, to ensure common sustainable prosperity and resilience. To achieve this, it brings together different strands of work within the Commission and supports partner countries with the technical and financial instruments of the European Union.
Directorate A is responsible for the partnership with North Africa countries including Algeria, Morocco, Tunisia, Libya & Egypt. Unit A3 acts as entry point for DG MENA works on investments, leading on the work on financial instruments and engagement with the private sector.

About the role ("We propose")

We offer an exciting and dynamic opportunity as a Administrative Agent to the Head of Unit and the Unit. In this role, the Administrative Agent will provide strategic and administrative support to the Head of Unit, facilitating effective management of HR, administrative files and other Unit's resources. The Agent will help in every work of the Unit, providing support to Heads of Sector and the rest of the staff when appropriate.

Qualifications, experience and skills ("We look for")

We are looking for a dynamic and motivated colleague, who is a team player, likes to handle the portfolio of tasks and can be able to work independently providing its individual contribution to joint achievements.
The ideal candidate should have the following abilities: good coordination and organization skills, good sense of initiative, experience in a secretariat. Be knowledgeable and experienced in managing Commission administrative and IT tools: ARES, SYSPER, MIPs, BASIS and others.
He/She should have experience in ensuring the quality of official documents.
Proficiency in communication tools is also crucial to facilitate effective information dissemination and engagement. Fluency in English are required, both orally and in writing. Good knowledge of French or other Union languages would be a clear advantage.

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 MENA-A3@ec.europa.eu indicating the selection reference **MENA/COM/2026/2394** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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