# VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

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| **Job title** (same as on the job description) | **Administrative Assistant** |
| Reference | **DEFIS/COM/2026/2010** |
| Application deadline | 19.11.2026 - 12.00 (Brussels time) |
| Directorate-General (full name) | Directorate-General for Defence Industry and Space (DG-DEFIS) |
| Unit | C.1 – Security Action for Europe |
| Place of assignment | Brussels |
| Grade range | AST1/3 |
| Domain | Defence Industry |
| Contract type | Temporary Agent 2b |

| **About us ("We are")** |
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| The mission of Unit C1 is to:<br>• Implement the Security Action for Europe Instrument providing financial assistance to Member States for urgent and major public investments in the European defence industry;<br>• Ensure effective implementation of the Security Action for Europe Regulation and compliance with its conditions for providing financial assistance to Member States;<br>• Coordinate with other units within DG DEFIS and relevant stakeholders to ensure coherent implementation of the Security Action For Europe in the context of broader EU defence initiatives. |
| **About the role ("We propose")**<br>***If several positions are advertised for similar job profiles, please add the number of vacant jobs.*** *The position[s] will consist of [explain sufficiently in detail]:* |
| The proposed Administrative Assistant job is composed of varied and challenging tasks. The future colleague will support the implementation of the SAFE Regulation, notably its decision-making process and interinstitutional and Member State relations. Duties include general administrative support to the Head of Unit and colleagues of Unit C1: monitoring deadlines, document management (ARES, e-DOMEC), support with HR-related files (Sysper), consolidation of briefings (BASIS), coordination of legislative procedures and Inter-service Consultations (DECIDE), preparation of missions (MiPS), translations (ePoetry), handling Parliamentary questions and Access to documents requests and the organisation of meetings and events (AGM). |

**Qualifications, experience and skills ("We look for")**
(set criteria in terms of education, professional experience and personal qualities that the ideal applicant should have):

A dynamic, well-organised and proactive colleague, with a strong interest and motivation to work in a dynamic environment, offering in particular:
- excellent organisational skills and ability to deal with short deadlines;
- ability to use a wide range of IT applications and excellent computing skills;
- knowledge of ARES, BASIS, DECIDE, MiPS and Sharepoint;
- ability to work autonomously but also with a strong sense of teamwork;
- discrete and able to handle sensitive information.

SECURITY CLEARANCE: The successful candidate will be required to undergo security vetting if she or he does not already hold security clearance at an appropriate level (Secret UE/EU secret), in accordance with the relevant security provisions.

## 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 DEFIS-C-HR@ec.europa.eu indicating the selection reference **DEFIS/COM/2026/2010** in the subject.

**No applications will be accepted after the publication deadline.**

**Eligibility**

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