VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	**Administrative Agent**
Reference	**ENER/COM/2026/2524**
Application deadline	03.12.2026 - 12.00 (Brussels time)
Directorate-General	Energy
Unit	ENER.F.4
Place of assignment	Brussels
Grade range	SC1-SC2
Domain	Support staff
Contract type	Temporary Agent 2b

About us ("We are")

Within the Directorate-General for Energy, the Directorate ENER.F 'Energy Security and International Relations' is responsible for providing support to the implementation of the EU Energy Platform and related initiatives aimed at diversifying the EU's energy supplies, phasing out dependence on Russian energy imports, and strengthening the security, resilience and competitiveness of the EU energy system as well as supporting a clean energy transition. The Directorate works towards demand aggregation, coordination of capacity and negotiation of energy supplies and clean energy transition, while also providing support for the Regional Groups of Member States and neighbouring countries and managing outreach to international partners bilaterally and multilaterally. The Directorate also implements together with DG CLIMA and EEAS the EU's Energy and Climate Diplomacy.

In particular, unit ENER.F.4's mission is to ensure energy security and safety at all times, and in particular in the context of the energy transition towards a climate-neutral economy. Its remit includes preparedness, resilience and the security of supply of current and future energy sources, storage, demand side measures, the resilience of energy technology supply chains, the safety of offshore platforms and the protection and cybersecurity of energy critical infrastructures and systems – essential for the wellbeing of EU citizens and the competitiveness of our economy, and a must for the achievement of the European Green Deal and the Clean Industrial Deal . Its mission also includes a review of the security of supply framework to

include the new geopolitical context, electrification and emerging risks, such as climate change impacts, cyber-attacks and critical infrastructure.

About the role ("We propose")

We propose a job in a dynamic team of motivated colleagues working in an area of direct relevance to EU citizens and the environment. As Administrative Assistant, you will assist the Unit management and policy officers in the performance and organisation of their tasks as well as coordinate administrative matters within the unit and support the work of the team. You will be required to deal with some staff matters and manage a wide range of internal procedures. You will organise the management of documents, organise meetings, manage the mission budget and book missions and monitor deadlines of the requests assigned to the unit (briefings, parliamentary requests, letters). You may also be involved in the organisation, running and follow-up of meetings, including of committees and expert groups, for which the unit is in charge.

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

We are looking for a highly motivated, experienced and proactive colleague.
The ideal candidate should possess the following competences:
• at least two years of relevant professional experience in secretarial work;
• good planning skills;
• solution-oriented mindset;
• keen attention to detail;
• ability to perform multiple tasks and to operate in a fast-paced environment while keeping up the deadlines;
• good communication and social skills as services may have regular relations with other Commission services, EU institutions and bodies, national authorities as well as international partners;
• proficiency in IT: Outlook, Teams, Word, Excel, Power Point
• good command of the Commission's IT tools (ARES, BASIS, MIPS, SYSPER, DECIDE, CARES, V-PASS)ARES, BASIS, MIPS, SYSPER, DECIDE, CARES, V-PASS;
• flexibility and open-mindedness;
• capability to work independently and collaboratively within a team;
• willingness to learn new tools and procedures;
• a very good command of English and a good knowledge of a second EU official language. Knowledge of other EU official languages is considered as 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-VACANCIES@ec.europa.eu indicating the selection reference **ENER/COM/2026/2524** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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