



# VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

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|----------------------|------------------------------------------------------|
| Job title            | Personal Assistant - to the Director-General         |
| Reference            | <b>GROW/COM/2026/2094</b>                            |
| Application deadline | 29/10/2026 - 12.00 (Brussels time)                   |
| Directorate-General  | Internal Market, Industry, Entrepreneurship and SMEs |
| Unit                 | GROW                                                 |
| Place of assignment  | Brussels                                             |
| Grade range          | AST1/3                                               |
| Domain *             | Support Staff                                        |
| Contract type        | Temporary Agent 2b                                   |

## About us (“We are”)

The Directorate General for Internal Market, Industry, Entrepreneurship and SMEs is working to uphold and manage the Single Market for goods and services and to strengthen its governance. Its work helps ensure an open, seamless and resilient internal market, which is one of the cornerstones of European integration.

The DG supports the competitiveness, growth and resilience of the EU economy. It focuses on strengthening the leadership of European industries across different industrial ecosystems, by leveraging the power of the Single Market and addressing strategic dependencies in our supply chains. In addition, it implements policies that sustain entrepreneurship and growth, in particular to the benefit of small and medium sized enterprises (SMEs), including facilitating access to funding and to global markets for EU companies.

The DG also leads efforts on digitisation and decarbonisation of European industry and SMEs. It contributes to the objective of turning the EU into a greener, more digital and more resilient economy.

## About the role (“We propose”)

***If several positions are advertised for similar job profiles, please add the number of vacant jobs.***



An interesting position of administrative assistant (AST) supporting the Director-General and their team in organisational matters and facilitating the work of the Directorate-General allowing that political objectives are achieved smoothly and that the expected outputs are delivered on time.

Main tasks will include:

- Act as first point of contact for the office of the Director-General, ensure a smooth running of the DG's office on a day-to-day basis and monitor deadlines;
- Manage, supervise and ensure the follow-up of the Director-General's overall correspondence (oversee attributions, follow-up of Director-General's emails, draft/screen replies, letters, ensure close monitoring of Decide for the DG);
- Assisting in quality check of relevant files for the Director-General's signature
- Organise high level meetings for the Director-General;
- Manage and organise the Director-General's agenda;
- Organise missions of the Director-General;
- Ensure registration, processing and transmission of documents and incoming messages in line with the EC document management rules;
- Monitoring and follow-up of briefing requests in the specific Commission IT tool
- Initiate, organise and prepare briefing files for meetings, missions and conferences.

### **Qualifications, experience and skills (“We look for”)**

A highly motivated, dynamic, proactive, and efficient administrative assistant with proven excellent organisational, communication and interpersonal skills.

The successful candidate must have

- A proven experience of administrative functions at senior / top manager's level of at least 3 years.
- A very good knowledge of English and French and excellent computer skills (Word, Excel, Outlook, PowerPoint, Teams, SharePoint);
- A knowledge of any other IT applications will be considered as an asset
- The ability to prioritise work and deal with competing demands.
- A good knowledge of DG GROW's areas of competencies will be considered as a strong asset
- Excellent communication and diplomatic skills as well as political sensitivity

The ideal candidate should have a strong team spirit but also the ability to work independently. Hence, he/she should be proactive, able and willing to take initiatives and keen to solve problems and find solutions. It is also essential to show flexibility and adaptability to a changing environment.

He/She should be able to work effectively with colleagues in the DG team and be willing to give a helping hand when needed.



Prior experience of working in the EU institutions as administrative assistant at top level management 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 [GROW-JOB-MARKET@ec.europa.eu](mailto:GROW-JOB-MARKET@ec.europa.eu) indicating the selection reference GROW/COM/2026/2094 in the subject.

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

### **Eligibility**

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