VACANCY NOTICE - CONTRACT AGENT

Job title	**Secretary**
Reference	**EC/2026/CNECT/459386**
Application deadline	27/11/2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	DG Communications Networks, Content and Technology (DG CONNECT)
Unit	CNECT.H.2 -Cybersecurity and Digital Privacy Policy
Place of assignment	Brussels
Domain	European Policy
Contract type and Function Group	Contract Agent 3b FG II
Other useful information	Initial contract duration: 1 year



About us

DG CONNECT supports the digital transformation of our economy and society and conceives and implements the policies required to foster the internal market, to make Europe fit for the Digital age and to gain technological autonomy.

We are a unit of 19 friendly and committed colleagues in charge of policy and law in the areas of cybersecurity. We are responsible for a number of high-profile files in the field of cybersecurity such as the NIS2 Directive, the Cyber Resilience Act, the European Cybersecurity Certification Framework (Cybersecurity Act), the Action Plan on Cybersecurity and AI. Within the Commission, we are also responsible for international cyber relations and the EU Cyber Defence policy and EU NATO cooperation in the field of cybersecurity. The unit collaborates closely with the Cybersecurity Technology & Capacity Building Unit (CONNECT.H.1) and the Cyber Coordination Unit (CONNECT.H3). The Directorate applies a team-oriented approach, encouraging a no-silo collaboration benefiting from DG CONNECT's expertise in ICT and the digital single market and bringing together teams across various services.

About the role

We propose a position of administrative assistant in the secretariat of the unit, supporting the Head of Unit and the Unit.

We offer a varied, dynamic and interesting job in a friendly environment which will cover a wide range of administrative tasks and secretarial duties that have the overall purpose to assist the Head of Unit and the Unit in the implementation of administrative and staff rules and procedures, in order to deliver the expected outputs and ensure the smooth administration of the Unit.. Such specific tasks would, among others, consist of:

- administrative support for the Head of Unit and the Unit to follow rules and procedure using the appropriate Commission's administrative tools (.e.g. ARES, BASIS, DECIDE);
- oversee the implementation of administrative rules and procedures to be applied in the programmes / actions for the Unit and contribute to their simplification;
- organization of and support for external meetings and logistics, as well as meetings and missions for the Head of Unit and Unit's colleagues;
- support and logistics for organisation and holding of meetings of expert groups and events relating to the Unit's files;
- support, in collaboration with the finance and contracts assistant in the DG in the supervision of the respect of financial, budgetary and contractual rules, procedures and deadlines;
- support to the Head of Unit on administrative handling of Human Resources aspects;
- coordinate tasks relating to issues involving several sectors, teams or colleagues within the Unit;
- ensure incoming inter-services consultation requests are properly distributed in the Unit and that replies are introduced in due time;
- oversee and allocate the preparation of briefings, presentations and speeches;
- open/register/filter incoming email and route email to appropriate colleagues, follow-up of deadlines;
- manage and keep the Head of Unit's agenda updated, ensure that the setup actions are attributed and followed up properly, and that the deadlines are respected;

- carry out various other administrative tasks such as diary-keeping, filtering calls, filing and drafting of standard notes and documents;
- perform administrative quality checks on files for signature.

Qualifications, experience and skills

We look for a dynamic, proactive and well-organised person with good secretarial and administrative skills and a strong sense of initiative and responsibility. This position would specifically require strong motivation and the ability to multitask and work under time pressure.

- S/he should be a strong team player and be able to organise her/his work autonomously;
- Good planning, diligence and attention to detail, the ability to perform multiple tasks within set deadlines and adjust to changing priorities are essential.
- S/he should have excellent organisational skills and proven ability to effectively arrange logistics and support events and large meetings;
- A positive attitude, good communication and interpersonal skills, as well as excellent human relations and strong sense of teamwork, are very important;
- S/he should be able to effectively work in an English-speaking environment. Knowledge of other EU languages would be an advantage;
- A good knowledge of the administrative procedures of the Commission, including IT-based tools (ARES, BASIS, Decide, MIPS, Sysper, etc.), is an advantage;
- Ability to work with Word, Excel and PowerPoint is necessary.

How to express your interest?

You should send your documents in **one <u>single</u> pdf** in the following order:

1. Your CV 2. Completed application form

Please send these documents by the publication deadline to CNECT-H2@ec.europa.eu and Raluca.STEFANUC@ec.europa.eu and indicating the selection reference EC/2026/CNECT/459386

Eligibility, recruitment steps, contract and working conditions

Please consult the pdf document at the end of this page