VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**ADMINISTRATIVE AGENT (SC1/SC6)**
Reference	**GROW/COM/2026/2142**
Application deadline	02/12/2026 - 12.00 (Brussels time)
Directorate-General (full name)	Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW)
Unit	DG GROW G3 (Foreign Subsidies)
Place of assignment	Brussels
Grade range	SC 1/2
Domain *	Administrative support
Contract type	Temporary Agent 2b

About us ("We are")
DG GROW.G3 "Foreign Subsidies" is part of the Directorate "Compliance and Responsible Business Conduct" and is responsible for the foreign subsidies related policy making with regards to public procurement. As part of the Commission's knowledge hub for compliance and enforcement internal market policies, our mission is to effectively implement the public procurement pillar of the Foreign Subsidies Regulation (FSR), ensuring fair competition and strategic procurement practices that contribute to the resilience and competitiveness of the EU economy. We engage in case work, including ex-officio investigations, and apply rigorous economic and legal analysis to assess the impact of foreign subsidies on EU procurement markets. Our work is at the forefront of shaping procurement policies that uphold the integrity of the EU Single Market. *With a dynamic and high-performing team of around 20 people working together in a positive and cooperative atmosphere, we foster innovative approaches, pragmatic problem-solving, and cross-sectoral collaboration – key drivers in effectively implementing the FSR framework. We maintain strong engagement with stakeholders across the Commission and beyond, building networks to support the successful enforcement of the FSR.*
About the role ("We propose")

Unit GROW G3 offers a friendly and multidisciplinary working environment with motivated colleagues. If you are interested in administrative and coordination tasks, and eager to contribute to our work in the foreign subsidies related policy making, this position is for you! Join our dynamic and innovative team, and take advantage of opportunities for personal growth, where you can demonstrate initiative and a proactive attitude through a variety of responsibilities.
In this role, you will play a central part in the day-to-day functioning of the unit. You will work closely with the Head and Deputy Head of Unit, ensuring the smooth and efficient management of administrative processes and supporting HR-related tasks. You will also contribute to coordinating the unit's administrative activities, overseeing document management where appropriate, supporting internal workflows and addressing the backlog of unregistered ARES documents related to the case handling activities. Standard core-time/flexi-time arrangements apply, and we are open to flexible working arrangements tailored to your individual needs.

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

- A motivated colleague who will become a central part of our unit secretariat. The ideal candidate should have excellent organisational skills, a sense of initiative and ability to prioritise the activities of the unit. Previous experience in administrative roles and processes, as well as in document management, particularly in handling confidential information, is an essential requirement. A very good command of English is required, while knowledge of French and other EU official languages would be an asset.

The job specifically involves:

- Administrative support to ensure seamless coordination, efficient monitoring and timely follow-up of the unit workflows and processes, including document management.
- Assisting in the coordination and oversight of key administrative processes such as ARES, DECIDE procedures, parliamentary questions and briefings.
- Coordination of the Functional Mailbox and of the ARES virtual entity of the unit, ensuring effective dispatching of task and prompt follow-up by policy officers.
- Support human resources activities in close collaboration with the Head of Unit, including staffing, recruitment, and onboarding assistance.
- Back-up on mission and holidays planning, ensuring continuity of operations.
- Familiarity with financial procedures and other tools relevant for case handling is considered a valuable 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 Alessia.DI-GREGORIO@ec.europa.eu indicating the selection reference COM/2026/2142 in the subject. **No applications will be accepted after the publication deadline.**
Eligibility
For eligibility please consult this page with all the information needed.