



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Administrative Assistant to the Deputy Director-General for Space and Resources
Reference	DEFIS/COM/2026/2036
Application deadline	27/10/2026 - 12.00 (Brussels time)
Directorate-General (full name)	Directorate-General for Defence Industry and Space
Unit	DEFIS.DDG2 (Deputy Director-General for Space and Resources)
Place of assignment	Brussels
Grade range	AST1/3
Domain *	Space
Contract type	Temporary Agent 2b

*please use one of the standardised domains that can be found [here](#)

- The job title and text must be coherent with the one published in SYSPER.
- Please keep in mind that you address potential external candidates: avoid Commission *jargon*, do not mention tools or applications specific to the Commission.

About us (“We are”)

The Directorate-General for Defence Industry and Space (DG DEFIS) leads the European Commission’s activities in the European defence industry and European space sectors. DG DEFIS implements the Union’s Space Programme and ensures an innovative, and competitive defence industry.

The mission of the Deputy Director-General for Space and Resource is to:

- *Support the Director-General in delivering EU space policies and programmes and ensuring coherent implementation across the space directorates.*
- *Oversee the coordination of DG DEFIS horizontal support functions, including legal, financial, communication, human resources, planning and resource-management matters, where not sub-delegated otherwise by the Director-General.*
- *Ensure coherence between space policy, programme implementation and resource management, while supporting the Director-General in the overall management of DG DEFIS.*
- *Act with full authority in the Director-General’s absence, as appropriate.*

**About the role (“We propose”)**

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]:

A dynamic and rewarding role as Administrative Assistant to the Deputy Director-General responsible for Space and Resources within DG DEFIS.

You will play a pivotal role in ensuring the smooth operation of the Deputy Director-General’s office, managing a complex agenda, coordinating high-level missions, and handling confidential correspondence. This position offers the opportunity to contribute directly to the implementation of EU space policies and programmes, while working in a fast paced, multinational environment. You will benefit from exposure to strategic decision-making processes, collaboration with senior officials, and the chance to develop expertise in administrative coordination, HR support, and document management within a key Directorate-General. The role includes the use of Commission IT systems (including Ares, Basis, Sysper2 and MIPS) and the daily monitoring of deadlines. It also offers opportunities for professional growth in a supportive and high-impact setting.

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 highly motivated, experienced, well-organised, proactive, and discreet professional with at least three years of administrative and organisational experience. The ideal candidate will demonstrate excellent planning, coordination, and prioritisation skills, with the ability to work autonomously and manage competing demands in a high-pressure setting. Experience with administrative support to senior management is a must. Fluency in English (C1 level) is essential, alongside good understanding of French, strong written and verbal communication skills for drafting correspondence and liaising with stakeholders. Additional language skills will be appreciated. Familiarity with Commission administrative procedures will be a strong asset. We seek a resilient team-player that is committed to confidentiality, has a keen eye for detail and a solution-focused mindset.

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 (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-HR-CORRESPONDENT@ec.europa.eu indicating the selection reference DEFIS/COM/2026/2036 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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