VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Administrative Assistant - to the Policy Assistants of the Director-General
Reference	EMPL/COM/2026/2230
Application deadline	23.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Directorate-General for Employment, Social Affairs and Inclusion
Unit	Director-General Team
Place of assignment	Brussels
Grade range	AST1/3
Domain *	EMPLOYMENT
Contract type	Temporary Agent 2b

About us ("We are")

The Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL) pursues policy, legislative and financial initiatives to build a highly competitive social market economy in the European Union.
The European Pillar of Social Rights and its action plans are the EU's strategy to ensure that the transitions to climate neutrality, digitalisation and demographic change are socially fair and just, making competitiveness and social cohesion two sides of the same coin.
By promoting social dialogue and leveraging its main funding instruments - the European Social Fund Plus, the Social Climate Fund and the European Globalisation Adjustment Fund for Displaced Workers - DG EMPL fosters employment through the creation of more and better-quality jobs. It helps people adapt to changing labour market needs by promoting skills development, vocational education and training, and facilitating free movement of persons and workers. It strengthens social protection and inclusion by tackling inequalities, poverty and social exclusion, and modernising social protection systems, including pensions, health and long-term care. It upholds labour standards by advancing workers' rights, combating workplace discrimination, and ensuring health and safety at work. DG EMPL also promotes all these principles in EU external relations and multilateral fora.

About the role ("We propose"):

We offer an interesting position as a secretary to the Policy Assistants to the Director General, in a small team of highly motivated and committed colleagues working in a very friendly and stimulating atmosphere.
The successful candidate will mainly work for the Policy Assistants and will provide back-up as required to the Administrative Assistant to the Director General.
(S)he will assist the Policy Assistants in their day-to-day tasks, and will be involved in various administrative coordination and support activities such as:
• Handling correspondence, agenda and phone calls
• Monitoring regular reporting activities and data-accuracy in various systems/reporting tools

• Administrative support to the Director General's Policy Assistants (organise meetings, take calls, organise missions, print files for meetings)
• Monitor and manage briefings in BASIS
• Prepare and collect documents for the weekly Coordination Meeting
• Assist when required the Administrative Assistant to the Director-General in various support tasks.

The post will involve ample and varied contacts with several Units and Directorates of DG EMPL and the Cabinets.
The position implies a high degree of autonomy and initiative and requires a high level of discretion.
A general understanding of the DG's policies and the functioning of DG EMPL would be useful in this role
The acquisition of new skills, and their use, will be actively supported.

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

We look for a dynamic, intelligent, motivated, resourceful team player with experience assisting at senior management level. (S)he should have a strong sense of responsibility and discretion, have an eye for detail and have the ability to work pro-actively. Excellent organisational and communication skills, the ability to multi-task and to adapt calmly to changing priorities are essential.
The successful candidate is expected to have good IT skills in the various tools used in the DG (Ares, MIPS, Sysper, MIRA) and in particular Basis. Ideally a thorough knowledge of the Commission administrative procedures would be an asset. Knowledge of DG EMPL's work and the interlinkages between topics will be particularly useful as the successful candidate will work for the Policy Assistants to the Director General.
Ability to communicate clearly in English and French is essential.

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 pamela.christidis@ec.europa.eu indicating the selection reference EMPL/COM/2026/2230 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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