



VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	Secretary - to the Head of Unit
Reference	CNECT/COM/2026/2144
Application deadline	23.10.2026 - 12.00 (Brussels time)
Directorate-General	Communications Networks, Content and Technology
Unit	CNECT.02 "Communication"
Place of assignment	Brussels
Grade range	AST/SC 1-2
Domain	Communication
Contract type	Temporary Agent 2b

About us ("We are")

Unit CNECT.02 is the Communication unit of the Directorate-General for Communications Networks, Content and Technology (DG CNECT). We are a dynamic and visible horizontal unit, responsible for communicating the European Commission's vision for Europe's digital transformation to the outside world.

As digital technology changes people's lives, we communicate externally on the vast work of the DG from ground-breaking regulation in areas such as Artificial Intelligence, over platforms to funding cutting-edge research and deployment, including some of the world's fastest supercomputers. We cooperate closely with the interinstitutional unit in DG CNECT and report directly to the Director-General.



About the role ("We propose")

A varied and interesting post as secretary to the Head of Unit (HoU) and the unit, combining administrative support with broader organisational and planning tasks, including communication overviews and document handling.

You will contribute to the efficient functioning of the unit by facilitating the organisation of work, coordinating administrative procedures and processes, helping us deliver timely, quality outputs and achieving our objectives.

Your tasks would include:

- *providing administrative and logistical support to the HoU and colleagues in the unit, keeping agenda, preparing important events, organising and coordinating meetings as well as welcoming visitors;*
- *supporting our organisation and planning of work, keeping track of the agenda, and organising meetings; keeping track of the unit's deliveries, distributing and coordinating our deliverables through Outlook (including our functional mailboxes), Teams, Ares and the briefing IT tool "Basis";*
- *coordinating the unit's input to corporate planning and reporting as regards strategy, missions, risks assessments etc.;*
- *coordinating the unit's storage, deletion, registration and circulation of documents;*
- *keeping our intranet webpages updated with relevant qualitative content;*
- *preparing and sharing documents for collaborative working in Teams as well as occasionally preparing notes, minutes and routine correspondence;*
- *assisting mission registration in MIPS+ and presence registrations in Sysper;*
- *supporting our financial assistant in contract preparations and monitoring.*

This is a fun and interesting position that offers the possibility to be part of a close-knit and lively unit which communicates on all DG CNECT's legislative and policy initiatives as well as research and implementing results to the media and the general public. You will interact with our four teams (web, press, outreach and audiovisual), working together to deliver communication products across multiple channels.



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

A collaborative team player wanting to work in a young and dynamic team.

Are you responsible, well organised and proactive? Can you provide reliable secretarial and administrative support? Are you positive and ready to take on new challenges? Do you also have an interest in financial matters? If so, this job is for you!

Good planning skills and attention to priorities, deadlines and details are essential. You should have good IT skills and experience with administrative functions. Knowledge of the main Commission applications, processes and procedures as well as prior knowledge and understanding of digital policies would be an asset.

Good communication skills and a strong command of English are required. Good knowledge of French 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 CNECT-02@ec.europa.eu indicating the selection reference CNECT/COM/2026/2144 in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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