



MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden¹. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

For more information ec.europa.eu/work-with-us

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers non-permanent positions. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Secretary to the Head of Unit

Directorate-General Energy (DG ENER) of the European Commission

Selection reference: ENER/COM/2026/381

Domain*: Support staff - Energy

Where: Unit C4 - Infrastructure and Regional Cooperation, Brussels

Staff category and Function Group: Temporary agent 2b – Administrative agent

Grade range: AST/SC1-2

Publication deadline: 27/03/2026 - 12.00 (Brussels time)

WE ARE

DG ENERGY is responsible for developing and implementing a coordinated European energy policy. The core task of Unit C.4 (Infrastructure and Regional Cooperation) is to develop the trans-European energy infrastructure networks required for the completion of an EU internal energy market, as well as fostering regional cooperation for that purpose. Adequate and well-integrated infrastructure underpins the effective functioning of the internal energy market, is key to enhance security of supply and necessary for the integration of renewable energy sources and decarbonizing our energy system. We are convinced that the energy and climate policy objectives can only be achieved through a coordinated approach to infrastructure development at regional and EU level. The protection and further development of the grids will be of key importance to guarantee affordable, secure and sustainable energy for European citizens in the future. The colleagues in our Unit are responsible for the development of European-wide infrastructure policy and rules for an integrated grid infrastructure, the assessment of national energy policies and legislation as to their compatibility with EU law, the implementation of our policy on trans-European energy networks as well as for policy advice to Member States. The Unit is also in charge of supervising, with the help of the European Climate, Infrastructure and Environment Executive Agency (CINEA), the energy infrastructure-related part of the Connecting Europe Facility. Another important part of the Unit's responsibilities is the implementation of regional cooperation through a number of Highlevel groups. These have been established in specific parts of Europe to address challenges such as overcoming energy isolation or the common exploitation of renewable resources through customized forms of political and technical cooperation (Baltic Sea region, North Sea region, Central and Southeast Europe, Southwest Europe). In the context of implementing the priorities of the Clean Energy Transition and competitiveness as stated in recent policy documents such as the Affordable Energy Action Plan, infrastructure holds a key role as a pre-condition for the successful and cost-effective integration of renewables in the energy system. It is also essential for a better integration of the electricity and emerging hydrogen systems through sector coupling, as well as potentially other sectors beyond energy. For this purpose, the unit works on the implementation of concrete infrastructure related policy actions as described i.a. in the Grid Action Plan, as well as on the accelerated implementation of key infrastructure projects, the projects of common and mutual interest, as selected and promoted through the Trans-European Networks



Regulation for energy (TEN-E). We work closely together with a variety of stakeholders, including inter alia policy makers, transmission system operators, regulatory authorities, NGOs and civil society and financial institutions.

WE PROPOSE

A post as Administrative Assistant to assist the Unit management and policy officers in the performance and organisation of their tasks as well as to coordinate administrative matters within the unit and to support the work of the team. Besides, the candidate will be required to deal with staff matters (recruitment, leave, timesheets, CDRs) and manage a wide range of internal procedures. She/he will communicate general information within the Unit (new procedures, administrative information, etc.), organize the management of documents, organize meetings, manage the mission budget and organize individual missions and monitor deadlines of the requests attributed to the unit (briefing, parliamentary requests, letters). One part of the work will be related to support and organise meetings for our high level and expert groups that are instrumental in completing the physical interconnection of the internal market, helping to develop and integrate renewable energies, onshore and offshore, and tackling regional internal market issues. The future colleague will cooperate on the completion of these tasks with another colleague in the unit, with counterparts in the Directorate, the office of the Director and the Director-General as necessary, as well as with the DG's Shared Resources Directorate.

WE LOOK FOR

We are looking for an experienced as well as proactive colleague with an excellent sense of responsibility and very good organizational skills. The successful candidate should demonstrate her/his sense of initiative, autonomy, ability to meet deadlines and capacity to quickly adapt to changes in the working environment with a positive attitude. The ability to interact with a wide range of external stakeholders, including from government, industry and NGOs, and a sense of diplomacy will likewise be essential. The successful candidate should be a good team player, flexible and able to multi-task. A very good knowledge of the administrative procedures and IT tools used in the Commission is a strong advantage. Nevertheless, the Commission provides trainings on the procedures and IT tools, to smoothly integrate new team members. Very good command of English is essential, good knowledge of French and other working languages is an advantage. Finally, prior working experience as Administrative Assistant in a unit dealing with related policy fields would be a strong 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 ENER-C-RECRUITMENT@ec.europa.eu indicating the selection reference ENER/COM/2026/381 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen
- Have fulfilled any obligations imposed by applicable laws concerning military service
- Are physically fit to perform the duties linked to the post
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited for this position, you must have at least

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU²
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

² The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority³. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in another language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ Type of contract and working conditions

The place of employment will be **Brussels**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants](#), in function groups AD, AST or AST/SC.**

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



➤ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2025\)4716](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

The duration of the **1st contract will be up to 4 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service, in accordance with [Commission Decision C\(2025\)4716](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.